

Review of Parking in the City of Keene – Summary

History – It is equally as important to see where we've been as it is going forward...

From 1954- to approximately 1988 – there were petitions, communications ordinances, resolutions that began to clarify parking and how parking spaces/lots should be utilized. Communications on file indicate how citizens felt about parking; relating to where parking should be located for specific businesses, individual citizens, and where there should be no parking. They also expressed their opinion through petitions, letters, editorials, and radio stations about parking rate increases, rental spaces, designated parking, time restrictions, and the need for more parking. There were requests for free parking, requests for signs indicating where parking is located, parking for conventions, clarification of parking in marked spaces, and parking experiments.

A sampling of parking historical data:

Oct, 11, 1947 – First Parking Meters installed on Main Street – It was mentioned in Mayor Farmer's inaugural address that one issue that requires particular attention is the issue with having adequate public parking space for motor vehicles.

Parking meters were installed in October and the Commission feels that this has been the most progressive step taken by any City Government in attempting to solve our parking problem. Although installed on a six-month trial period the public will be better served by retaining them and the Commission earnestly recommends that this be done. Two new automobile parking lots were secured, surfaced and lighted, the approximate cost being \$1,500.00, 285 new parking meters were installed.

Ordinance 0-47-12, relating to Parking Meters and Restrictions passed June 5, 1947, for a 6 month trial period. The ordinance directed that the fee of \$.05 cents be deposited to meter for time period specified not to exceed allowed amount of time. Fines for any person violating set amount of time will be fined \$1.00 for first offence and \$2.00 for second offence. It shall be unlawful to deposit additional coins in meter to extend their legally allowed amount of time.

March 18, 1948 – Ordinance 0-48-05, Relating to Parking meters. An amendment was made to clarify definitions of: *Vehicle, Restricted Street, Parking, Parking Meter and Parking Meter Zone. Parking meters installed, operated and maintained by Police Department*

May, 4, 1950 – A Resolution #R-59-31 was passed relating to Parallel Parking Installation of Parking Meters in Center of Main Street for the purchase of 2-hour parking meters.

Feb 1, 1951 – Ordinance, O-51-01 relating Parking meters for the purpose of clarifying “penalties.” Anyone in violation of Article VIII, shall forfeit to the police department within forty-eight hours, \$.25 cents for each hour of violation or fraction thereof, failure will result in fine of \$3.00.

Jun 5, 1952 – Resolution R-52-47 passed pertaining to Parking Meter Funds

Aug 20, 1953 – Ordinance relating to parking on the south side of West Street

Nov 3, 1953 – in response to a local business request to get back parking meters on their side of West Street, a letter from the Chairman of traffic and Police Committee of the City Council reports on the

ordinance passed on August 20, 1953 about parking on the south side of West Street being effective in alleviating traffic congestion in the West Street to Central Square areas during peak periods. He also reports his observance of traffic volumes and recent traffic survey and that there has been a voluntary acceptance of this regulation by the vast majority of the vehicular operators using the business district.

Nov 5, 1953 – Resolution R-53-103 passed relating to installation of Parking Meters

March 4, 1954 – Relating to Parking Meters – amendment to Ordinance 0-6-47, Amendment to original ordinance passed Jan 2, 1947, use of parking meter funds.

Jan 27, 1956 – Keene Sentinel – “City’s Parking Problems will be scrutinized” meeting held at City Hall with members of committees: Police & Traffic Committee, Keene Chamber of Commerce, and outside committees set up by Keene Service Associates and the Keene Regional Industrial Foundation. Suggestion that a Keene Parking Survey be might be a good idea.

Feb, 13, 1956 – WKNE – radio Survey about parking – comments from listeners regarding the parking situation in the City of Keene. Attached, a survey of responses. One suggestion: 2-3 stories high with Parking near Scenic Theatre or A&P.

May 16, 1963 – Removal of Parking meters on Railroad Street, R-63-36 and Removal of Parking meters on a portion of Railroad Square, R-63-37.

Feb 12, 1964 - Leased Parking Spaces of Vehicular Traffic – Communication – National Grange Insurance Co. President of employees union has kept careful watch on the Winter St parking lot to determine how much is used by people shopping in the Downtown. Meters are seldom used. Consider these meters on Winter Street parking lot and Winter Street side for 8 hour meters as they were previously.

Mar 19, 1964 – Communication – National Grange Insurance - Please reconsider recommendation from Police and Traffic Committee that the present number of one hour meters in the Winter St lot, remain.

May 4, 1964 – is – report from City Manager, Frank Saia – monthly rental of space. National Grange has indicated they have 53 employees willing to pay \$3.00 per month for reserved space.....

Sept 15, 1965 - Report from the “Public Safety Committee” about the removal of a parking meter. *When was this Committee established?*

May 22, 1968 -

Apr 17, 1969 – letter from George T. Kingsbury, GH Tilden & Company stating opposition to the proposal of any rise in the \$.50 parking meter fine, but unopposed to the rises in summons or court cases as outlined. Parking turnover of available spaces would not be noticeable affected.

Jun, 5, 1969 – Public hearing – Petition for the establishment of Public Parking in the vicinity of Commercial Street.

Oct, 15, 1970 – Resolution passed, October 15, 1970, relating to return of layout of “Commercial Street” Public Street and Parking Area.

May 6, 1971 – Proposed Rules and regulations relating to City-owned leased parking spaces.

Apr 20, 1972 – Rescinding a prior resolution relating to angle parking in Main St south of the Railroad tracks. City council adopts a policy to remove the angle parking in the center of Main Street South of the Railroad Tracks. Parking meters have been removed referred to in that ordinance. Merchants in the area feel the parking is necessary for their survival.

Mar 15, 1973 – Ordinance to increase the meter fine from \$.50 to \$1.00, and the Committee would like more time to consider whether or not the increased revenue would off-set the adverse public relations effect of the increase.

August 1st, 1973 – Increase in Parking Meter Fines – A report of 1973 revenue estimates. After review of the Finance Committee, the projected income and discussing the matter in detail, both as to the effect of the fine increase on parking fund surplus and the effect of fine increase on Downtown business, a motion made that the Finance Committee recommend the increase from \$.50 to \$1.00 – motion failed.

Apr 18, 1974 – Parking Penalties – response to communication received Mar 22, 1974, from Charles and Minna Greene relative to hospitality with handling parking offences of out-of-state cars. The Public Safety Committee reviewed the proposed changes in section 24 and section 45 of Chapter 28 with specific reference to the matter of courtesy tickets for out-of-state cars that are violating the parking meter overtime parking policies. *It was the feeling of the Public Safety Committee that the issuance of courtesy tickets does not constitute equitable treatment in regard to citizens of this area and is not, in the long run, in the best interest of the merchants of the city for it simply allows some parkers to park longer than the law provides.*

Mar 20, 1975 – Public Hearing – relative to amount of time of parking meters on Main Street in the area between Railroad and Emerald St. should have. A report from Public Safety Committee about changing the time to one hour from 36 minutes – general desire of the committee to continue with 36 minutes since it's consistent with the general purpose of the redevelopment of this portion of Main Street and it allows for increased parking turnover.

Mar 3, 1976 – Increase of parking fees and fines for leased parking spaces.

Oct 7, 1976 – Twenty-four hour parking at the Transportation center. Spaces, cost...

Dec 13, 1977 – Ordinance 0-77-30, Parking Meters - Review of Proposed Parking Operations, recommendation from Finance Committee. Includes a report and letter from Ron Farina, Chairman of the Downtown Retailers regarding the parking fund.

June 16, 1977 – review of proposed ordinance for free parking for conventions. Ordinance defeated May 19, 1977.

July 6, 1978 – review of Parking meeting fund 0-78-30 Parking Meter Penalties (reduction of fines from \$2.00 to \$1.00) – report to the finance committee.

1975 - Parking time – Main Street Meters

Aug 30, 1979 – Cheshire County Superior Court Parking – loss of parking spaces due to construction.

Dec 20, 1979 – Increase in Parking Meter Rates – Resolution#R-79-90 dated 12/20/1979.

Dec 20, 1979 – Ordinance relating to an Increase in Parking Meter Rates which are presently \$.05 per hour meters be changed to \$.10 per hour. *Report from Chairman Williams Handling of parking meters – expressed concern about parking meter charges – aim is to eventually reducing meter charges or take them out altogether as the town of Claremont has done.*

1980 – Memo – Finance Committee – Request to reserve four parking spaces on Elm Street for Police Department due to the unsafe nature of the Spring Street lot for vehicles owned by Police employees and damage sustained.

1980 – Memo - Request for bike rack to be installed by Cheshire National Bank – requires removal of one parking space and meter. Defeated.

1980 – Memo – Planning, Lands & Licenses Committee – Parking Area – Church St/Norway Ave. – Chris Tasoulas, Rep. from Antioch – request for parking for his tenants.

Jan 20, 1983 – Keene’s first multi-level parking facility is approved for financing by City Council. Financing plan for 100-102 space city parking garage is planned as the foundation of a seven-story brick apartment building will cost about \$700, 000.

Nov 28, 1984 – Keene City endorses traffic plan of Planner Hans Klunder of Lyme. He recommends: East Street loop to connect Optical Ave with downtown, Improvements to Washington and Court St. section of a business loop, a new road that would connect Winchester St with West St, A South Main Street extension into the industrial area west of the airport.

1984 - Ordinance related to all night parking – prohibition

1984 – Ordinance related to leased parking spaces – time limits

Mar 28, 1986 - The Free Parking experiment took place in 1985-86 in an effort to attract more business to the Downtown. Downtown Merchants recommended that it be abolished and the new revenue be used to fund the downtown revitalization project. The experiment was abolished effective April 1st 1986 and ended up costing the City \$55,000.

Amending FY87 Parking Fund Budget – passed November 6, 1986

July 1988 – Communication from Health, Welfare & Safety Committee – All night Parking Ordinance – no all-night parking for summer months – street sweeping. List of affected streets, parking areas.

1988 – Downtown Parking Committee – Initial Report and Recommendations. Goals and objectives dealing with parking problems with turnover in prime parking areas. Ordinance passed 0-88-01.

Dec 2, 1993 – Two hour Parking meters, O-93-58

Sept 20, 2001 – Parking Meter rental rates and violations, O-2001-13

August 6, 2009 – Reserve rental rate increase, O-2009-12. All other recommendations not approved

November 2010 – Downtown Parking Analysis Final Report by Andrew Miller AICP

February 2011 – Introduced parking plan for new Central Fire Station

2012 - Introduced parking plan for new Court House

October 22, 2013 Presentation of Downtown Parking Management Report

October 31, 2013 – established Central Management – Parking experiment. Hired project manager

March 2013 – Began discussion regarding rate increases

April 2013 – Evaluation of parking garages and surface lots

January 2014 – implemented the Park Mobile parking payment system

May 2014 – Continued discussion on rate increases/organizational structure

June 30 2014 – RFP to hire engineering services for the Wells St Parking Garage

Acceptance of credit card payment

October 23, 2014 – Four free parking weekends approved for Keene Downtown Group

October 30, 2014 - Results of engineering study to council for Wells Street Garage

January 5, 2015 – Increased scope of work in Commercial lot project, Additional paving, sidewalks

February 23, 2015 - Increased scope of work in Commercial lot project. Lighting conduit and bases.

March 9, 2015 – Update free parking resolution R-2015-11

March 24, 2015 – submitted Ordinance O-2015-04

May 2015 – continued discussion on rate increases

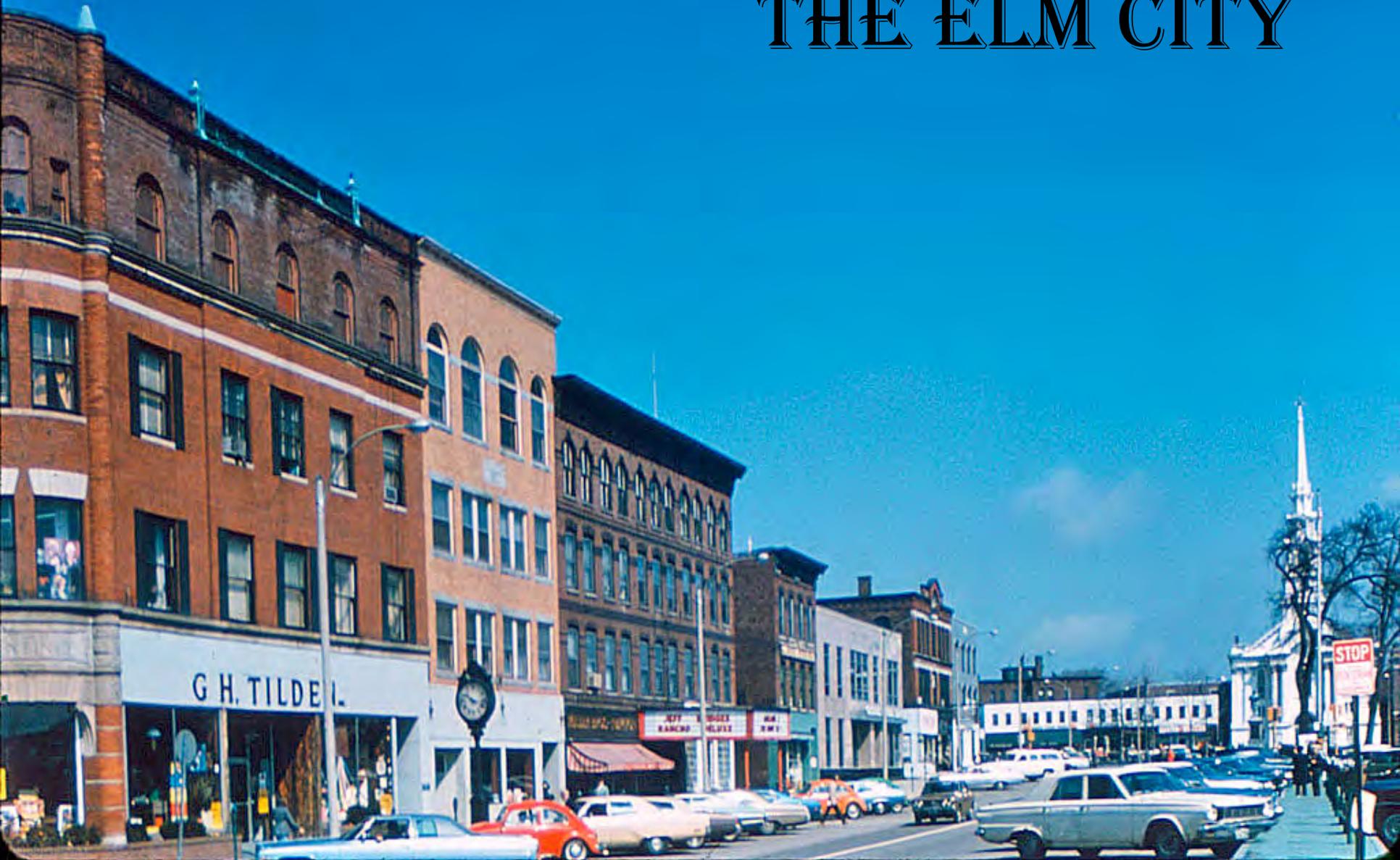
April – July 2015 – rehabilitation of Commercial lot, including multi space meters and EV Chargers

July – August – City Hall Parking Garage painting of structural steel project

July – November 2015 – Wells Street Parking Garage rehabilitation

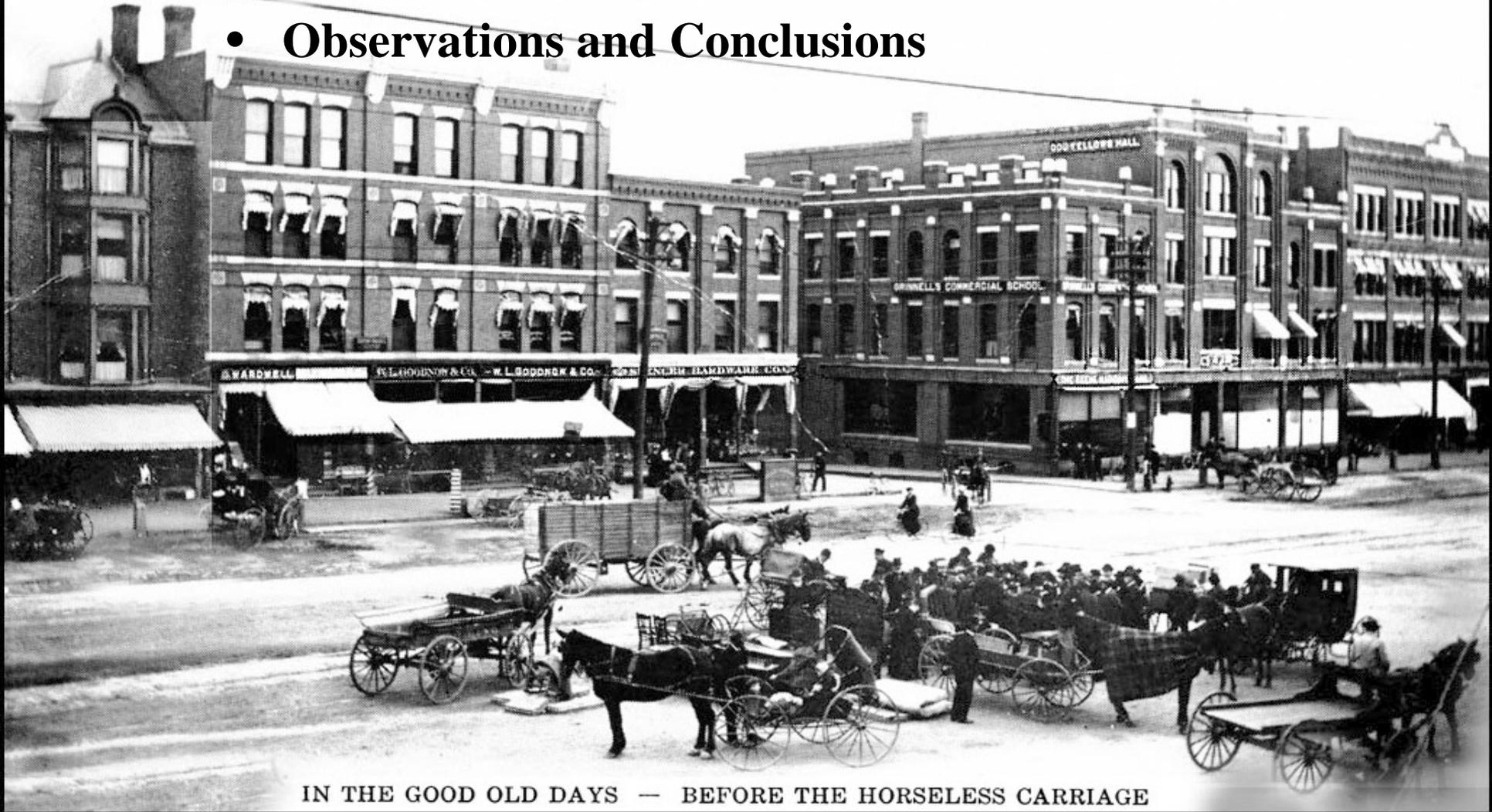
July 28, 2015 – City Council Workshop – Parking Services

PARKING IN THE ELM CITY



INTRODUCTION

- Historical Context
- Current Conditions and Issues
- Observations and Conclusions



IN THE GOOD OLD DAYS — BEFORE THE HORSELESS CARRIAGE



Pre 1930



1940s

- October 1947 First parking meters on Main Street
- 285 parking meters in Downtown
- 6 month “trial” period
- 5 cents per hour and \$1.00 fine for violation
- Revenue to be used for roads and bridges

“Parking meters were installed in October and the Commission feels that this has been the most progressive step taken by any City Government in attempting to solve our parking problem. Although installed on a six-month trial period the public will be better served by retaining them and the Commission earnestly recommends that this be done.”

Mayor Farmer’s inaugural address 1947

1950s



1950s

1956 Headline: “Parking is No. 1 Headache”

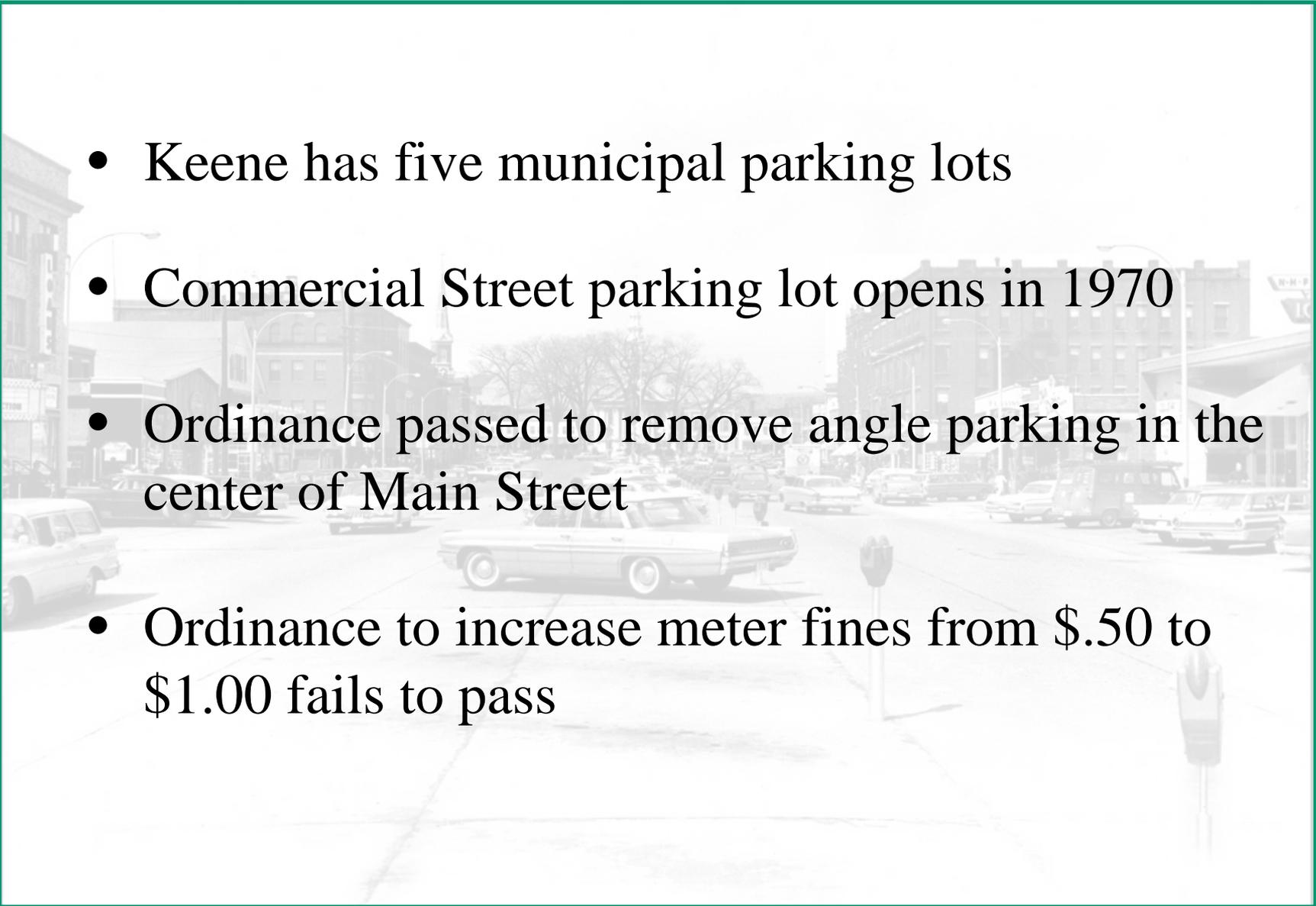
WKNE survey responses:

- “Build a parking building 2 or 3 stories high with parking on the roof near Scenic Theater or A&P store”
- “If the group of all day parkers would come by bus, taxi or car pool, much might be accomplished”
- “. . .take Church Street properties by eminent domain and replace these unlivable tenements with parking lots.”

1960's – 1970's



1960's – 1970s

- Keene has five municipal parking lots
 - Commercial Street parking lot opens in 1970
 - Ordinance passed to remove angle parking in the center of Main Street
 - Ordinance to increase meter fines from \$.50 to \$1.00 fails to pass
- 

1980's



- 1983, Keene's first parking structure is built.
- 1984, Keene City Council endorses traffic plan
- 1986, the Free Parking experiment.
- 1988, Establishment of the Downtown Parking and Maintenance Commission.

1980's

- 1987, Downtown Revitalization project – \$2.5 million project to upgrade the business area's appearance.

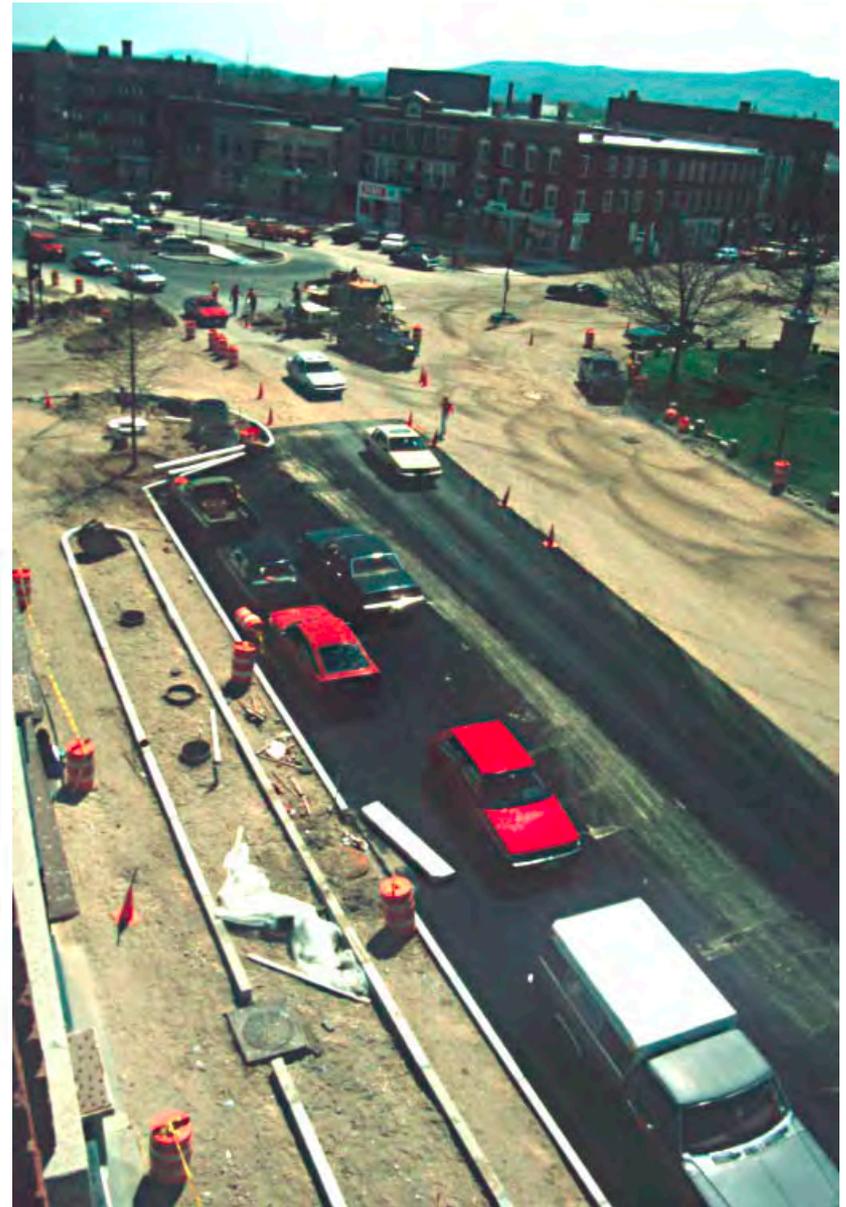
Nº 04717

Welcome to Keene, New Hampshire

This courtesy parking ticket is issued to out-of-state vehicles which are parked in expired meter locations on Friday evenings and Saturdays. We are glad you are visiting Keene, New Hampshire and hope it will be a pleasant visit. We take this opportunity to inform you of five large parking lots located at Commercial Street, Gilbo Ave., Vernon Street, Winter Street, and Cypress Street which have parking meters for 2 hours or more for your convenience in visiting Keene on other occasions.

Signed

Keene City Council



1990's - 2000's

- 1993, Keene Downtown Revitalization Committee – sub committee report addresses Downtown parking problem.
- 1994, Keene Downtown Revitalization Committee – Railroad Land parking strategy is debated.
- 1994, Keene Parking Survey – overall count of meters, reserved space, handicapped spaces, free spaces - 1,399 total parking spaces.
- 1998 Wells Street Parking Deck is constructed
- 2004, Downtown Parking Needs Analysis – a study to review and provide possible solutions to the future parking needs in the Downtown.

Review of Existing Conditions

- How much parking do we have in 2013
- Recent Parking studies
- What are the utilization rates of on and off street City parking
- Map of Downtown Parking

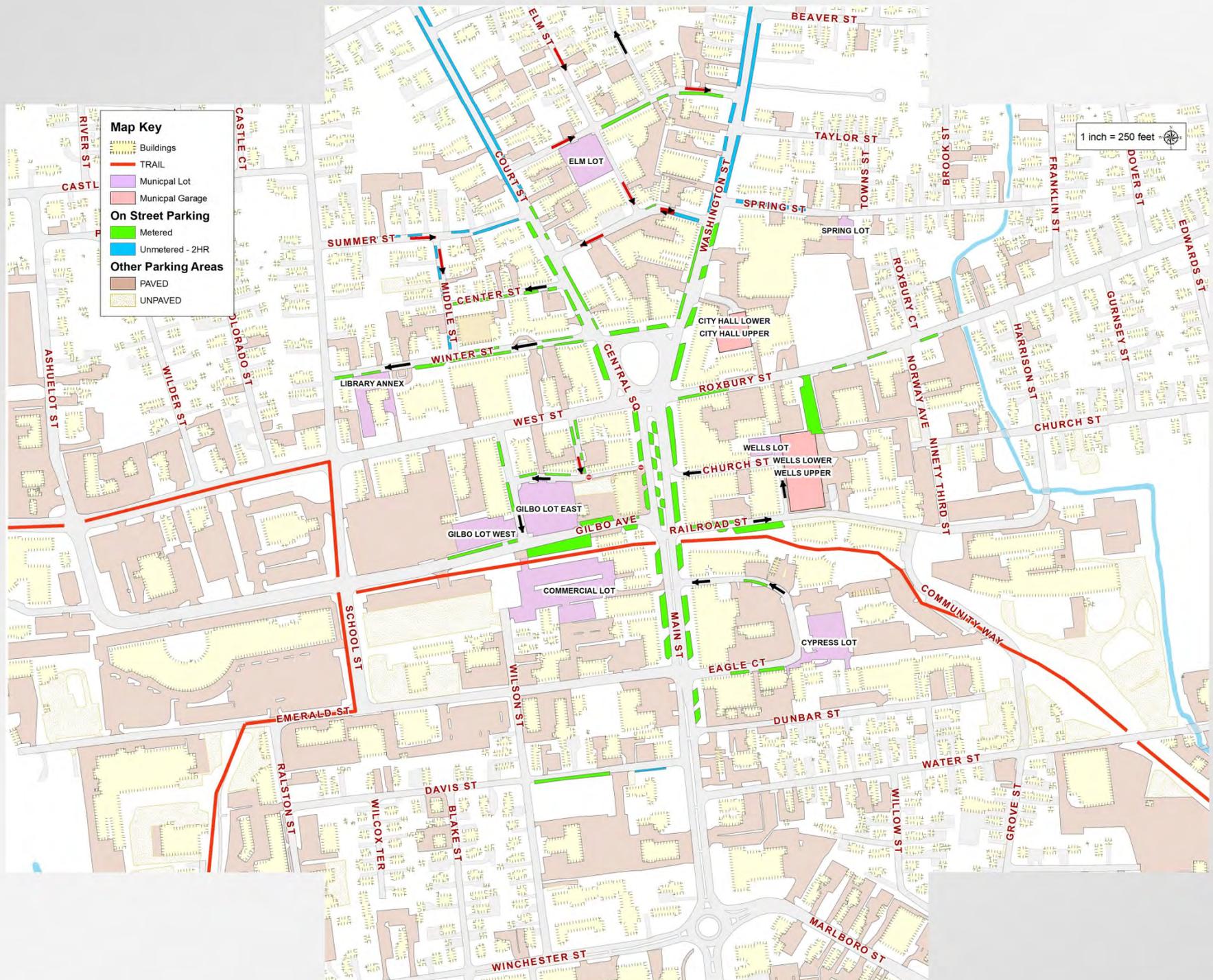
Total Public Parking Breakdown

- Total Public Parking Spaces 1,388
- Metered Spaces 880
 - 2HR Meters 481
 - 3HR Meters 48
 - 4HR Meters 45
 - 10HR Meters 274
 - 2HR Limit (no meter) 80
 - Reserved 401

Map Key

- Buildings
- TRAIL
- Municipal Lot
- Municipal Garage
- On Street Parking**
- Metered
- Unmetered - 2HR
- Other Parking Areas**
- PAVED
- UNPAVED

1 inch = 250 feet



On-Street Parking Inventory

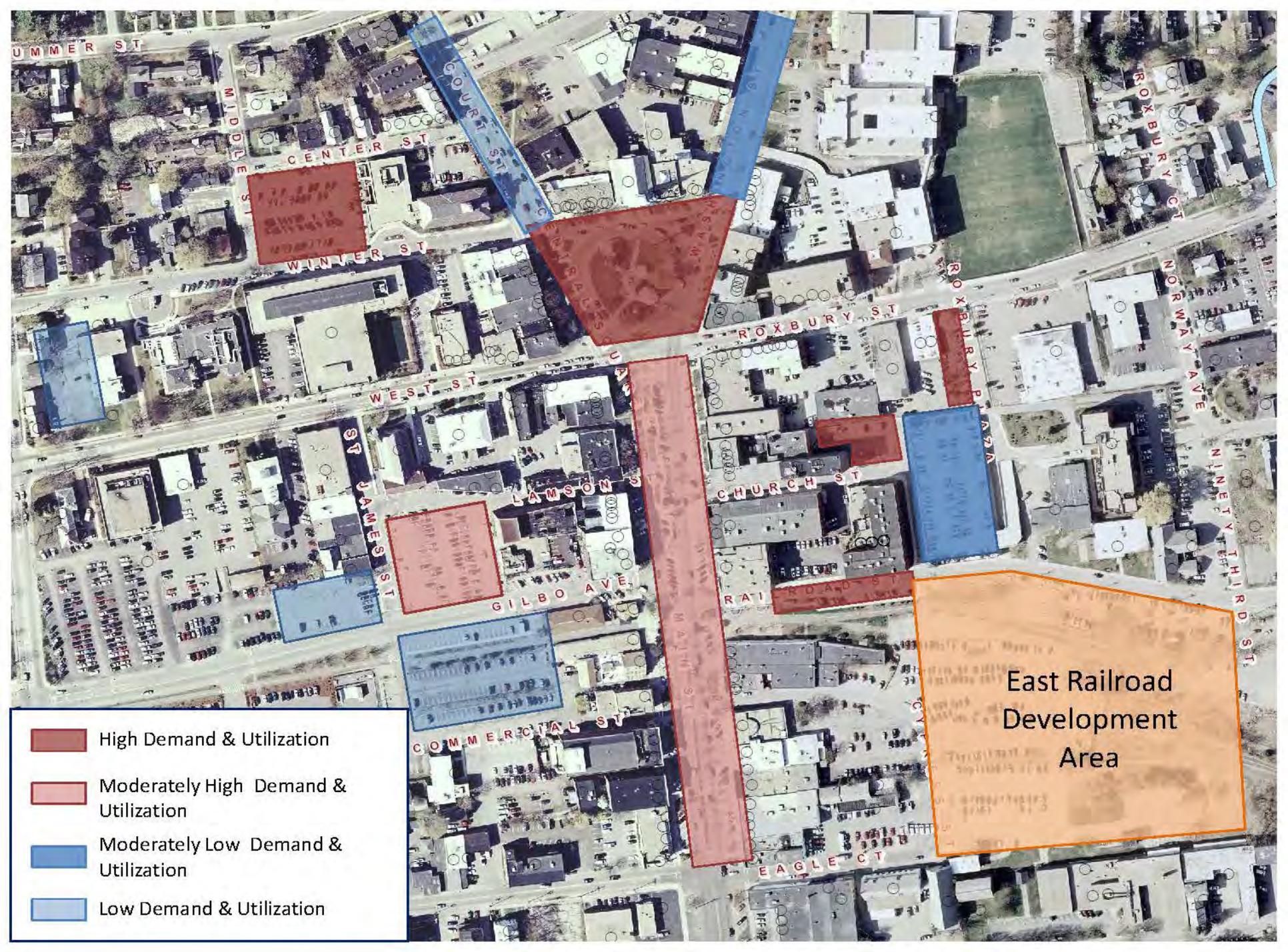
Location	2 HR	2 Hr Limit	3 HR	10 HR	Permit	HC	Total
Center Street	7						7
Central Square	41					2	43
Court Street	32						32
Cypress Street	3						3
Eagle Court	7						7
Elm Street		7			5		12
Federal Street	8						8
Gilbo Avenue	49					1	50
Lamson Street	4						4
Main Street	150		22			10	182
Middle Street		6			3		9
Mechanic Street	12	4			9	1	26
Railroad Street	8	5		15		2	30
Ralston Street	17						17
Roxbury Plaza	14					1	15
Roxbury Street	10	6					16
St. James Street	16						16
Summer Street		12			10		22
Vernon Street	3				4		7
Washington Street	27	40				1	68
Winter Street	39					4	43
Totals	447	80	22	15	31	22	617

Off-Street Parking Inventory

Location	2 HR	3 HR	4 HR	10 HR	Permit	HC	Total
Commercial Lot				113	32	5	150
Elm Lot	34				34	2	70
Gilbo Lot East				103		5	108
Gilbo Lot West					46	2	48
Wells Lot				14		4	18
Wells Lower				29	78	3	110
Wells Upper					115		115
City Hall Upper			45		2		47
City Hall Lower					44	2	46
Cypress Lot					14		14
Library Annex		26			5	2	33
Totals	34	26	45	259	370	25	759

Parking Studies in Keene

- 1989 Ramp Consulting (Gilbo Ave)
- 1997 Desman Associates (Wells Street structure)
- 2004 & 2006 Planning Department Downtown Parking Needs Analysis
- 2010 DTPP Assoc. Downtown Parking Analysis Final Report
- 2001 - 2012 City Staff parking space analysis associated with Fire Station and Courthouse projects



East Railroad
Development
Area

- High Demand & Utilization
- Moderately High Demand & Utilization
- Moderately Low Demand & Utilization
- Low Demand & Utilization

On-Street Meter Utilization 2012

On-Street Meters 2012

Street/Area	Average Morning Occupancy												Average Occupancy
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Railroad St	76	86	87	70	89	87	77	78	87	84	58	79	80
Main Street EF lane	33	41	39	60	56	64	40	60	36	32	32	60	46
Main Street College	60	96	72	87	50	49	21	38	87	53	23	42	57
Central Square City Hall	81	80	67	90	78	81	83	69	77	78	46	83	76
Central Square Church	60	56	50	50	83	70	75	59	70	63	53	78	64
Central Square Chamber	69	74	69	58	55	58	60	75	75	62	38	69	64
Court Street	36	31	34	24	42	31	24	34	55	47	40	34	36
Library Annex	23	27	18	23	16	31	13	27	22	44	44	13	25
Washington Street	25	34	40	30	32	36	33	34	44	32	31	41	34
	52	58	53	55	56	56	47	53	62	55	41	55	53

Street/Area	Average Afternoon Occupancy												Average Occupancy
	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Railroad St	77	88	84	76	84	72	82	80	83	12	59	76	73
Main Street EF Lane	35	38	46	32	44	28	64	46	40	29	56	56	43
Main Street College	47	78	61	97	35	33	0	39	79	34	50	50	50
Central Square City Hall	73	63	58	65	80	56	77	58	62	38	48	48	61
Central Square Church	55	55	63	58	61	58	70	71	72	29	48	58	58
Central Square Chamber	77	63	69	71	72	77	73	88	75	34	38	40	65
Court Street	50	43	37	57	54	45	49	48	59	42	71	70	52
Library Annex	26	16	13	23	15	33	17	18	12	22	57	56	26
Washington Street	35	29	23	25	37	28	46	37	34	30	55	56	36
	53	52	50	56	54	48	53	54	57	30	54	57	51

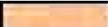
Over 90% Occupied

Off-Street Meter Utilization 2012

Off-Street Meters 2012

<u>Street/Area</u>	Average Morning Occupancy											Average Occupancy	
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>		<u>Dec</u>
Wells Struture Lower	76	77	50	59	85	82	71	63	72	68	64	61	69
Wells Lot	88	89	86	95	96	100	86	89	96	87	77	89	90
Elm Lot	43	43	43	38	34	31	24	39	43	57	63	35	41
Winter Lot	94	80	92	90	88	88	85	88	96	88	83	0	81
Gilbo E Lot	81	90	88	90	80	83	80	77	93	85	48	68	80
Commercial Lot	34	32	37	43	34	33	34	31	40	45	40	34	36
	69	68	66	69	70	69	63	65	74	72	63	48	66

<u>Street/Area</u>	Average Afternoon Occupancy											Average Occupancy	
	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>		<u>Dec</u>
Wells Struture Lower	77	76	70	68	79	75	83	67	88	76	71	73	75
Wells Lot	84	76	77	84	91	86	84	90	95	94	64	66	83
Elm Lot	34	35	26	24	15	29	29	31	30	87	51	49	50
Winter Lot	92	90	81	88	83	63	79	72	83	80	71	71	79
Gilbo E Lot	77	72	71	69	68	68	71	70	74	59	53	53	67
Commercial Lot	36	34	39	46	42	27	31	32	41	33	40	39	37
	67	64	60	63	63	58	63	60	69	71	58	58	65

 Over 90% Occupied

**Parking use data for spaces displaced from
the Elm Street Lot**

April 2011 through July 2012

	% Occupied
<u>Public</u>	
Summer St.	38
Middle St.	57
Elm St.	32
Mechanic St.	50
Elm Lot	29
	<hr/> 41
<u>Reserved</u>	
Summer St.	75
Middle St.	54
Elm St.	48
Mechanic St.	40
Elm Lot	67
	<hr/> 57

OBSERVATIONS

- Current development is changing parking demand
- Future development will increase demand
- Off-street parking is not well marked and hard to find
- May be nearing the limit of on-street parking
- Opportunity to discuss newer concepts

CONCLUSIONS and OPTIONS

- A new structure will be needed to attract the next phase of development on the Railroad Property
- Additional Parking will be needed to support KSC development on Gilbo Ave
- Optimize existing parking while investing in new facilities
- Improve access to parking information including marketing and new media
- Parking Management should include new concepts
 - Pricing and location strategies
 - Shared parking
- Continue emphasis on Alternative Modes
 - Park and ride with trail heads
- Minimize impervious surfaces and stormwater runoff

Parking Division
City of Keene, New Hampshire

MEMORANDUM

Date: June 22, 2015
To: Honorable Mayor and City Council
Through: John MacLean, City Manager
From: Gary Lamoureux, Project Manager-Parking Services
Subject: Parking Projects Update

Recommendation:

Information Only-Mailbox Distribution

Background:

Parking Services would like to provide an update of parking projects

PROJECT MANAGER-PARKING

The Project Manager-Parking position began in late October of 2013. This position was an experimental position to centralize all aspects of Parking. Enforcement was supervised by the Police Department, Public Works Department managed the maintenance and the Planning Department evaluated current and future parking needs. Parking is an important part of the vitality of the downtown.

- Parking Enforcement provides the oversight to ensure turnover occurs to allow other customers for the downtown a chance to park. They manage noncompliant parking in reserved parking, fire lanes, handicap and parking meters that have expired. They also provide a customer service for our visitors as they give directions or answer to questions regarding our City.
- The Public Works Department are responsible for the general maintenance, annual maintenance, repairs, engineering of repairs and rehabilitation, snow removal, ice management, sweeping, striping, meter pole repair and installation.
- Planning has been involved in the current and future needs of parking and facilities by evaluating statistical information, coordinating the hiring of a company to prepare a report of parking in the City of Keene.

By centralizing the parking into one position allows for all aspects of parking to be considered as one issue.

A complete evaluation has been completed of all of the parking lots and garages. The Wells St Garage was in need of evaluation and repair. The Commercial St parking lot was scheduled for a mill, shim overlay which basically would correct the surface not improving the safety or parking experience. The Project Managers position allowed for time to evaluate the Commercial Street project and determine that an increase in scope to include work to replace or add other deteriorated components such as sidewalks, curbing, lighting and landscaping which improved user safety and extended the esthetics of the downtown. The City Council agreed and authorized increased funds to complete the work.

COMMERCIAL STREET PARKING LOT

The project began on April 30, 2015. Frank Lucius Construction was awarded the project and began work immediately. Coordination between the contractor, Public Works Department and Parking Services has continued throughout the project. The business owners have been notified of the schedule on a regular basis and on some occasions daily. They have been very cooperative and very interested in the project.

Eversource met with City Staff and the contractor at the beginning of the project to inform us that they would also be interested in installing new infrastructure underground during this project. The request made sense to only have to dig the area once. A plan was developed to install Eversource infrastructure at the same time as the City. This would delay the completion date of the parking lot by approximately two weeks, however made sense to coordinate the projects.

The business owners and Farmers Market have been kept informed of the decision and have supported it.

The project is going well to date with 100 percent of the granite curbing, concrete sidewalks and light bases installed. The Northern and southern half of the parking lot is complete with base paving. There are many logistics involved to assist the businesses with day to day activities of deliveries, activities at the Colonial Theatre, reserved parking and trash removal. Everyone has worked well together to accommodate their needs.

The Farmers Market continues to be held on Gilbo Ave. Parking Services are in constant communication with Bruce Bickford and to date all has gone well.

Multi Space Meters

On February 12, 2015 the Finance, Organization and Personnel Committee reviewed and discussed an informational memo from parking service regarding the installation of Multi- Space Meters. At that time Parking Services was in the process of reviewing the different manufacturers and having presentations from the companies. After completion of the process, CALE has been chosen for the City of Keene. The Company has been in business for many years and has provided their product throughout the world. This product will provide efficiencies as well as information at our desk top computers or phones. I have attached information with information on the CALE systems. The Multi Space meters will be installed at the completion of the rehabilitation. Coordination for the foundations for these units has been incorporated into the rehabilitation phase for a

seamless project. These units are solar powered with a wireless card installed to communicate information to our desk top computers and to our cell phones. They have the ability to pay by coin or credit card for user convenience. The units have modular operating electronic systems so in the event of a failure the module can be replaced by Parking Services staff. The customer will be able to operate with ease by walking to the meter placing their choice of payment entering the license plate number and then go to their destination. The Parkmobile system will continue to be available as a payment method.

Electric Vehicle Chargers.

The City of Keene has received a grant of \$6,000.00 to assist with the installation of the EV Chargers. Parking Service is also applying for a grant with Eversource to cover the small remainder of the cost. These units will be installed after the approval of the grant through City Council.

WELLS STREET PARKING GARAGE

The Wells Street parking Garage rehabilitation project has been bid and received eight proposals. The Low bidder was under bid amount allotted and awaits the July 1 date for award. It is anticipated the project will begin in mid to late July and be completed by November of 2015.

RATE INCREASES

Parking Services began discussion in March of 2014 to indicate the need for fee increases to fund rehabilitation projects, maintenance, future project and operations. The Wells Street Parking Garage is an example of the importance of having available funds to perform preventative maintenance. Over the past few years a Capital program was established to place a small amount of money into the capital program for the Wells Street parking Garage and City Hall Parking Garage. However the cost of preventative maintenance is higher than the amount placed in the funds. Fifty percent of the Wells Street Garage will need to be closed while the rehabilitation is completed and will take approximately four to five months to complete. This will be a loss of revenue and inconvenience for some of the users. If the funding is available on an annual basis the large project may be minimized. City Staff will be requesting the Mayor schedule a City Council Workshop in July of 2015 to allow for a discussion on this issue.

PARKING IMPROVEMENTS

Since the experiment of hiring a project manager for parking many changes have occurred.

- The Parking Enforcement supervision removed from the Police Department
- Parking Enforcement physical location from 400 Marlboro St to City Hall. Eliminating lost time to and from that location.
- Change in uniforms
- Decrease in Personnel Cost
- Implementation of the Parkmobile System
- Active role in the legal issues with the Free Keene Movement

- Evaluations of operations with changes in staff hours to provide more coverage of the downtown
- Changes in time requirement to assist with workforce parking
- Update of all Ordinances
- Centralization of all parking components
- Coordination with Public Works for maintenance and repairs
- Coordination with Planning Department for future growth in parking needs
- Hiring of company to evaluate the Wells Street Parking Garage to bid and rehabilitate
- Increases scope of work to the Commercial Street Parking Lot
- Implementation of Multi Space Meters
- Installation of Electric Vehicle Chargers
- Received a \$6,000 grant from Department of Environmental Services to purchase EV Chargers
- Coordination and relationship with the Keene Downtown Group and downtown merchants
- Communications with projects in the downtown
- Communications with the Utility Companies to inform of upcoming projects
- Painting of parking meter poles
- Removal of single head meters and replaces with dual head meters. More efficiency for collection less poles for maintenance and snow removal.

This work was the effort of many City Staff, City Manager and support of the City Council. The benefits continue to grow of having a person in this position with completion of projects, identifying improvements and the relationship that has grown with the Keene Downtown Group and Downtown Merchants.

Parking Division
City of Keene, New Hampshire

MEMORANDUM

Date: May 2, 2014

To: Finance Organization and Personnel Committee

Through: John MacLean, City Manager 

From: Gary Lamoureux, Project Manager-Parking 

Subject: Continued Discussion Pertaining to Parking Rate Increases

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the report be accepted as informational.

Background:

On March 13, 2014 the Project Manager-Parking and the Finance Director opened discussions regarding the financial stability of the Parking Fund. The presentation included a review of the current and future status of the Parking Fund and requested the City Council authorize City Staff to forward an Ordinance based on the final discussion. The City Council authorized the City Staff to forward the ordinance at their March 20, 2014 regular meeting.

City Councilor Mitchell Greenwald, Chair of the Finance, Organization and Personnel Committee submitted a request to the Mayor and City Council that an outline reviewing the Parking Division's finances, to include a review of both expenditures and revenues for discussion prior to submission of a proposed ordinance.

The Parking Fund balance continues to decrease due to increased expenses and flat revenues. As indicated by the documents issued at the March 13th meeting, expenditures exceeded revenue in FY12 and FY 13, and are projected to continue to do so. It is anticipated with no adjustment to user fees, the fund balance would be depleted by FY17. As parking infrastructure ages, regular maintenance required along with unscheduled repairs will increase and require direction of additional resources. The presentation included increases in parking meter rates, a rental rate increase, a parking violation increase, along with a change in the hours of operations to better serve the downtown merchants.

Members of the community, as well as the City Council, expressed concern regarding these changes. The most common concern pertained to the rate increase for long-term lots and its impact on the downtown workforce. City staff evaluated these concerns developing revenue adjustment options that satisfy Fiscal Policy's goal of a self-sufficient financially stable fund. Three examples, with fiscal detail, have been provided for consideration. These examples are for discussion purposes and provide financial projections scenarios to inform City Council consideration. The information is based on current operations and projections which may require adjustment due to unforeseen repairs, projects not currently part of the adopted Capital Improvement Program, and future parking needs.

No Rate Increase (Current Rate Structure) – *Attachment A*

The current rate structure does not provide resources for increased preventative maintenance, unscheduled repairs, increased operational cost or future needs. The fund balance is projected to be depleted in FY17. This option shifts responsibility for supporting the service from the user, a community extending beyond the borders of Keene, to taxpayers to continue operations, repairs, maintenance and future parking lots and garages

Original Proposal - Increase of Parking Rates, Violations and Hours of Operations- *Attachment B*

This example will increase on-street parking meter rates; increase the violations pertaining to parking meters, increase rental rates, and change the hours of operation. These changes would sustain and grow the fund balance providing for continuing operations which include scheduled and unscheduled maintenance, rehabilitation of surface lots and garages, snow removal and plowing, and continued capital improvements meeting current and future needs. User fees would continue to provide financial support for this service and a revenue stream supported by a community broader than the taxpayers of the City of Keene.

- **On Street Meter Rates:** 25 cents for 30 minutes to 25 cents for 20 minutes.
- **Long Term Lots:** 10 cents for 30 minutes to 25 cents for 30 minutes
- **Violation fees:** \$5.00 to \$10.00 and change the time period for payment to 28 days then the fine would increase to \$35.00 allowing the customer more time to pay at the lower rate.
- **Rental Rates:** \$115.00 to \$130.00 for uncovered spaces and \$140.00 to \$155.00 for covered spaces per quarter.
- **Hours of Operations:** 8:00AM to 5:00 PM Monday through Saturday to 9:00AM to 7:00PM Monday through Friday and 9:00AM to 5:00PM Saturday to better reflect the hours of operations of the downtown businesses.

For discussion purposes, the following example outlines changing the original proposal for the long term lots adjustments to a phase in approach. This is only one example of

many scenarios that City staff could analyze developing budget performance and projection documents at the direction of City Council.

Example 1 - Increase of Parking Rates (phased in for long-term lots), Violations and Hours of Operations-Attachment C.

This example would decrease the projected fund balance as the expenses are greater than the revenues. This decrease would occur at a slower rate than the current rate structure which is projected to deplete the entire fund balance by FY17. While the projected fund balance would continue to decrease over time based upon current projections, it would remain financially sound for the next several years. This option would require review of the rates and incremental increases on a more frequent basis to ensure the financial stability of the Parking Fund is sustained. User fees would continue to provide support for operations, maintenance, and the current capital program but will not likely be sufficient for capital needs not currently scheduled.

- **On-Street Meter Rates:** 25 cents for 30 minutes to 25 cents for 20 minutes.
- **Long Term Lots:** 10 cents for 30 minutes to 15 cents for 30 minutes in FY15, 20 cents for 30 minutes in FY17 and 22.5 cents for 30 minutes in FY19. At this point, staff is recommending only the FY15 increase.
- **Violation fees:** \$5.00 to \$10.00 and change the time period for payment to 28 days then the fine would increase to \$35.00 allowing the customer more time to pay at the lower rate.
- **Rental Rates:** \$115.00 to \$130.00 for uncovered spaces and \$140.00 to \$155.00 for covered spaces per quarter.
- **Hours of Operations:** 8:00AM to 5:00 PM Monday through Saturday to 9:00AM to 7:00 PM Monday through Friday and 9:00AM to 5:00PM Saturday to better reflect the hours of operations of the downtown business.

Rate adjustments were last authorized in January of 2002 after a lengthy discussion and presentation by the former Downtown Parking Commission and City Staff. Discussion in 2001 indicated the expenses had increased while the revenues were level causing the depletion of the fund balance. This was due to increases in personnel, materials and outside services cost. At that time the Parking Commission recommended a 100% increase in the meter rates. That adjustment, authorized by City Council, reflected in the record that thirteen (13) years had passed since the previous Rate change in 1988.

City Staff is recommending an annual review of the Parking Division's revenues and expenses. This regular review will provide opportunity to consider over time minor adjustments with limited impact on users.

Attachment A

Parking Fund Operating Results and Projections: FY 08-20 NO Rate Change

Using FY 15 Draft Proposed Expenditure Budget as of 4/14/14 as a basis for expenditure projections

	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>Estimate FY 14</u>	<u>Proposed FY 15</u>	<u>Projected FY 16</u>	<u>Projected FY 17</u>	<u>Projected FY 18</u>	<u>Projected FY 19</u>	<u>Projected FY 20</u>
Operating Revenue	853,564	863,752	896,570	833,451	836,102	883,632	828,192	809,265	817,331	825,547	833,906	842,416	851,078
Year to Year Change in dollars		10,188	32,818	(63,119)	2,651	47,530	(55,440)	(18,927)	8,066	8,216	8,359	8,510	8,662
Year to Year Change percentage		1.19%	3.80%	-7.04%	0.32%	5.68%	-6.27%	-2.29%	1.00%	1.01%	1.01%	1.02%	1.03%
Operating Expenditure	715,585	727,678	744,731	757,883	748,039	805,356	888,119	963,545	985,103	1,007,147	1,029,690	1,052,741	1,076,313
Year to Year Change in dollars		12,093	17,053	13,152	(9,844)	57,317	82,763	75,426	21,558	22,044	22,543	23,051	23,572
Year to Year Change percentage		1.69%	2.34%	1.77%	-1.30%	7.66%	10.28%	8.49%	2.24%	2.24%	2.24%	2.24%	2.24%
Net Income before Capital Activity	137,979	136,074	151,839	75,568	88,063	78,276	(59,927)	(154,280)	(167,772)	(181,600)	(195,784)	(210,325)	(225,235)
Capital Activity (structure / lot rehabilitation)	51,664	30,000	98,000	48,200	123,544	161,568	50,000	79,090	50,000	130,209	50,000	74,014	50,000
Net Operating Activity	86,315	106,074	53,839	27,368	(35,481)	(83,292)	(109,927)	(233,370)	(217,772)	(311,809)	(245,784)	(284,339)	(275,235)

Projected Revenue Generated By Rate Change

Meter Revenue

Reserved Space Revenue

Projected Net Income After Rate Change

(233,370) (217,772) (311,809) (245,784) (284,339) (275,235)

Projected Fund Balance: Operating Activity Assuming No Additional Capital Activity and Current Operations Model

706,725 596,798 363,428 145,657 (166,153) (411,937) (696,276) (971,512)

Operating Expenditure Change FY 08 Compared to FY 13 (FY 13-FY8)

12.55%

Operating Expenditure Change FY 08 Compared to FY 13 : Annualized

2.51%

Average Annual Change averaging Year to Year Change Percentages

2.43%

FY 15 Revenue: Based upon an analysis of Court Fine revenue by the Parking Division, court distributions will be split 70% - 30 % between the Parking and General Funds, as opposed to past practice of a 50% - 50% split Utilizing FY 15 budgetary figures, this results in a budgeted \$24,000 decrease in revenue in the Parking Fund.

Attachment B

Parking Fund Operating Results and Projections: FY 08-20 with Rate Change +.25 on street, .30 lots, +\$15 qtr reserved
Using FY 15 Draft Proposed Expenditure Budget as of 4/14/14 as a basis for expenditure projections

	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>Estimate</u> <u>FY 14</u>	<u>Proposed</u> <u>FY 15</u>	<u>Projected</u> <u>FY 16</u>	<u>Projected</u> <u>FY 17</u>	<u>Projected</u> <u>FY 18</u>	<u>Projected</u> <u>FY 19</u>	<u>Projected</u> <u>FY 20</u>
Operating Revenue	853,564	863,752	896,570	833,451	836,102	883,632	828,192	809,265	817,331	825,547	833,906	842,416	851,078
Year to Year Change in dollars		10,188	32,818	(63,119)	2,651	47,530	(55,440)	(18,927)	8,066	8,216	8,359	8,510	8,662
Year to Year Change percentage		1.19%	3.80%	-7.04%	0.32%	5.68%	-6.27%	-2.29%	1.00%	1.01%	1.01%	1.02%	1.03%
Operating Expenditure	715,585	727,678	744,731	757,883	748,039	805,356	888,119	963,545	985,103	1,007,147	1,029,690	1,052,741	1,076,313
Year to Year Change in dollars		12,093	17,053	13,152	(9,844)	57,317	82,763	75,426	21,558	22,044	22,543	23,051	23,572
Year to Year Change percentage		1.69%	2.34%	1.77%	-1.30%	7.66%	10.28%	8.49%	2.24%	2.24%	2.24%	2.24%	2.24%
Net Income before Capital Activity	137,979	136,074	151,839	75,568	88,063	78,276	(59,927)	(154,280)	(167,772)	(181,600)	(195,784)	(210,325)	(225,235)
Capital Activity (structure / lot rehabilitation)	51,664	30,000	98,000	48,200	123,544	161,568	50,000	79,090	50,000	130,209	50,000	74,014	50,000
Net Operating Activity	86,315	106,074	53,839	27,368	(35,481)	(83,292)	(109,927)	(233,370)	(217,772)	(311,809)	(245,784)	(284,339)	(275,235)
Projected Revenue Generated By Rate Change													
Meter Revenue								304,393	304,393	304,393	304,393	304,393	304,393
Reserved Space Revenue								13,500	13,500	13,500	13,500	13,500	13,500
Projected Net Income After Rate Change								84,523	100,121	6,084	72,109	33,554	42,658
Projected Fund Balance: Operating Activity Assuming No Additional Capital Activity and Current Operations Model						706,725	596,798	681,321	781,443	787,526	859,635	893,189	935,846
Operating Expenditure Change FY 08 Compared to FY 13 (FY 13-FY8)						12.55%							
Operating Expenditure Change FY 08 Compared to FY 13 : Annualized						2.51%							
Average Annual Change averaging Year to Year Change Percentages						2.43%							

FY 15 Revenue: Based upon an analysis of Court Fine revenue by the Parking Division, court distributions will be split 70% - 30 % between the Parking and General Funds, as opposed to past practice of a 50% - 50% split. Utilizing FY 15 budgetary figures, this results in a budgeted \$24,000 decrease in revenue in the Parking Fund.

Attachment C

Parking Fund Operating Results and Projections: FY 08-20 with Rate Change +.25 on street, .10 lots (2015 and 17) and .05 (2019), +\$15 qtr reserved
Using FY 15 Draft Proposed Expenditure Budget as of 4/14/14 as a basis for expenditure projections

	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>Estimate FY 14</u>	<u>Proposed FY 15</u>	<u>Projected FY 16</u>	<u>Projected FY 17</u>	<u>Projected FY 18</u>	<u>Projected FY 19</u>	<u>Projected FY 20</u>
Operating Revenue	853,564	863,752	896,570	833,451	836,102	883,632	828,192	809,265	817,331	825,547	833,906	842,416	851,078
Year to Year Change in dollars		10,188	32,818	(63,119)	2,651	47,530	(55,440)	(18,927)	8,066	8,216	8,359	8,510	8,662
Year to Year Change percentage		1.19%	3.80%	-7.04%	0.32%	5.68%	-6.27%	-2.29%	1.00%	1.01%	1.01%	1.02%	1.03%
Operating Expenditure	715,585	727,678	744,731	757,883	748,039	805,356	888,119	963,545	985,103	1,007,147	1,029,690	1,052,741	1,076,313
Year to Year Change in dollars		12,093	17,053	13,152	(9,844)	57,317	82,763	75,426	21,558	22,044	22,543	23,051	23,572
Year to Year Change percentage		1.69%	2.34%	1.77%	-1.30%	7.66%	10.28%	8.49%	2.24%	2.24%	2.24%	2.24%	2.24%
Net Income before Capital Activity	137,979	136,074	151,839	75,568	88,063	78,276	(59,927)	(154,280)	(167,772)	(181,600)	(195,784)	(210,325)	(225,235)
Capital Activity (structure / lot rehabilitation)	51,664	30,000	98,000	48,200	123,544	161,568	50,000	79,090	50,000	130,209	50,000	74,014	50,000
Net Operating Activity	86,315	106,074	53,839	27,368	(35,481)	(83,292)	(109,927)	(233,370)	(217,772)	(311,809)	(245,784)	(284,339)	(275,235)
Projected Revenue Generated By Rate Change													
Meter Revenue								195,777	195,777	250,085	250,085	277,239	277,239
Reserved Space Revenue								13,500	13,500	13,500	13,500	13,500	13,500
Projected Net Income After Rate Change								(24,093)	(8,495)	(48,224)	17,801	6,400	15,504
Projected Fund Balance: Operating Activity Assuming No Additional Capital Activity and Current Operations Model						706,725	596,798	572,705	564,211	515,986	533,787	540,187	555,690
Operating Expenditure Change FY 08 Compared to FY 13 (FY 13-FY8)							12.55%						
Operating Expenditure Change FY 08 Compared to FY 13 : Annualized							2.51%						
Average Annual Change averaging Year to Year Change Percentages							2.43%						

FY 15 Revenue: Based upon an analysis of Court Fine revenue by the Parking Division, court distributions will be split 70% - 30 % between the Parking and General Funds, as opposed to past practice of a 50% - 50% split
Utilizing FY 15 budgetary figures, this results in a budgeted \$24,000 decrease in revenue in the Parking Fund.