



FINANCE, ORGANIZATION AND PERSONNEL COMMITTEE
Council Chambers B, Keene City Hall
July 8, 2021
6:30 PM

A. AGENDA ITEMS

1. Acceptance of Grant for Library - Library Director
2. Acceptance of Donation - Bench in Memory of Richard Berry - Parks, Recreation and Facilities Department
3. FY21 DOJ Justice Assistance Grant - Police Department
4. Acceptance of Funds From the NH Court Division Network - Youth Services
5. Public Hearing on Charter Amendment - Redistricting of Ward Lines - City Clerk
6. Councilor Andrew Madison - Mandatory Training for City Councilors
7. Relating to Water and Sewer Utility Charges
Ordinance O-2021-10
8. Relating to Parking
Ordinance O-2021-09

B. MORE TIME ITEMS

1. Councilors Remy, Bosley and Giacomo - Continued Remote Participation
2. Evaluation Process for Charter Employees



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.1.

Meeting Date: July 8, 2021

To: Finance, Organization and Personnel Committee

From: Martine Fiske, Library Director

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of Grant for Library - Library Director**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommends that the City Council authorize the City Manager to do all things necessary to accept a grant of \$5,260 from the New Hampshire State Library, Institute of Museum and Library Services, and the American Recover Plan Act Formulaic Sub-Grant Round 1 for the support of library services that meet the needs of the community.

Attachments:

1. FY2021_LSTA_ARPA__1_Award_Notification_Keene

Background:

This grant will be used by the Library to purchase a 16 foot portable screen, high quality LCD projector, portable sound system and supporting accessories. The equipment will be used for outdoor events on Library grounds, as well as Library participation at off-site events or for Library outreach at other locations. The outdoor equipment is especially important now as the Library transitions to in-person events while youth under 12 years of age are not able to be vaccinated against COVID-19 infections.

The Library Director, Marti Fiske has notified Andy Bohannon, Parks, Recreation and Facilities Director, that the Library will be purchasing the equipment. The system could offer another location for the international film festival and be available for the Parks and Recreation Department to use on occasion when the Library is not already using the equipment.

FY2021 LSTA ARPA Award Notification – NH State Library, Formulaic Sub-grant Round #1

Subrecipient Identification		
Keene Public Library 60 Winter Street Keene, NH 03431	Unique Entity Identifier: DUNS or SAM.gov 083406355	Submittable application number: 20505849
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name & Number: LSTA ARPA State Grants 45.310	Federal Award Identification Number (FAIN): LS-250225-OLS-21
Date of Federal Award to Pass-Through Entity: April 8, 2021	Total Amount of Federal Award to Pass-Through Entity: \$2,297,692.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the NH State Library's Five-Year State Plan for FY 2017-2022 and any forthcoming amendments approved by IMLS
Pass-Through Entity Identification		
New Hampshire State Library 20 Park Street Concord, NH 03301 Michael York, State Librarian	Unique Entity Identifier (DUNS or SAM.gov): SAM.gov VK4FBCUEMF56	TIN: 026000618
General Subaward Information		
Date of Subaward: 6/21/2021 End of Sub-grant #1 period: 8/31/2021 IMLS ARPA end date: 9/30/2022	Amount of Federal Funds Obligated by this action: \$5,260.00 Total amount of Federal Funds Obligated to the Subrecipient: \$5,260.00	Funds disbursement: ☐ Advance ☒ Reimbursement Marti Fiske Keene Public Library 60 Winter Street Keene, NH 03431
For DNCR accounting use only: 24470000, class 72, 502626, 358ARPA21		



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.2.

Meeting Date: July 8, 2021

To: Finance, Organization and Personnel Committee

From: Andrew Bohannon, Parks, Recreation and Facilities Director

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of Donation - Bench in Memory of Richard Berry - Parks, Recreation and Facilities Department**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept the donation of a bench from Christine Houston and that the bench be placed along the Cheshire Rail Trail near the Ammi Brown Trail.

Attachments:

None

Background:

In honor of her father Richard Berry, who served many roles for the City on various committees and who enjoyed Keene's trails, the family purchased a bench to donate to the City through the Adopt-A-Bench program. The bench location was a frequently visited spot during family walks.

The bench will be installed as part of the Cheshire Rail Trail Phase 3 project.

The Adopt-A-Bench Program provides the installation of the bench and a plaque for \$1,300.00.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.3.

Meeting Date: July 8, 2021

To: Municipal Services, Facilities and Infrastructure Committee

From: Steven Stewart, Police Captain

Through: Steven Russo, Police Chief
Elizabeth Dragon, City Manager

Subject: **FY21 DOJ Justice Assistance Grant - Police Department**

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend that the City Manager be authorized to do all things necessary to co-apply with the County of Cheshire, and to accept, the U.S. Department of Justice FY21 JAG in the amount allocated to the city of \$5,590.

Attachments:

None

Background:

The County of Cheshire is the fiscal agent and the City of Keene, a sub-recipient of the proposed grant for the period of 10/1/20 to 9/30/22. These funds would be used for the continued deployment of smartphones in police cruisers (10) and within the Bureau of Criminal Investigations (2). By approving the recommendation, the City Council is approving the submission of the grant application and entering into a Memorandum of Understanding with the County of Cheshire for allocation of these funds. The application is a public document and should be open to public comment and subject to a public hearing upon a sufficient number of requests.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.4.

Meeting Date: July 8, 2021

To: Finance, Organization and Personnel Committee

From: Demitria Kirby, Youth Services

Through: Elizabeth Dragon, City Manager

Subject: **Acceptance of Funds From the NH Court Division Network - Youth Services**

Recommendation:

Move that the Finance, Organization, and Personnel Committee recommend that the City Manager be authorized to do all things necessary to accept and administer funds provided by New Hampshire Juvenile Court Diversion Network for Youth Services programs.

Attachments:

None

Background:

Youth Services has been granted a second funding opportunity from the NH Diversion Network to deliver services from July 1, 2021 thru June 30, 2022 totaling \$5,000 for work related to substance abuse screening for youth.

The grant reimbursement is based on completing evidence based substance use-screening tool to all youth coming through the program up to 20 cases.

The source of funds is through the Governor's Commission on Alcohol and Other Drug Abuse Prevention, Intervention, and Treatment contracted with New Hampshire Juvenile Court Diversion Network. The City Attorney has reviewed and found this agreement acceptable.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.5.

Meeting Date: July 8, 2021

To: Finance, Organization and Personnel Committee

From: Patricia Little, City Clerk

Through:

Subject: **Public Hearing on Charter Amendment - Redistricting of Ward Lines - City Clerk**

Recommendation:

That the Finance, Organization and Personnel Committee recommend that a Public Hearing be set for August 19, 2021 on a charter amendment that would delete the ward lines descriptions from the City Charter, designate the City Council as the authority to redistrict ward lines to comply with Constitutional requirement to equalize populations, establish a process for any redistricting changes that would codify the ward descriptions in the City Code and provide that if a City Councilor's residence is impacted by any redistricting change, that the Councilor would continue to serve until the end of the term for which they were elected.

Attachments:

None

Background:

This issue was placed on more time to allow the City Attorney to review the language of several City Charters from the cities of Lebanon, Concord and Nashua. The charters from these these communities already designate the City Council or the Board of Alderman as the authority to redistrict Ward Lines. In addition, the Attorney reviewed a proposed charter amendment from the City of Dover, which is currently proposing an amendment to their charter to recognize the delay in receiving Federal census data. After reviewing the provisions and specific language of these City Charters, the City Attorney, in consultation with the City Clerk, is recommending the following charter amendment, which would delete the current street by street description of Keene's ward lines and insert the following:

SECTION 2. WARDS. The City of Keene is hereby divided into five wards. If necessary to comply with any Constitutional requirement to equalize populations, the city council shall review the ward boundaries and, shall, by ordinance, re-divide the city into five wards. A public hearing on the proposed ward boundaries shall be held not more than 30 days before its adoption by the city council, at such time and place as the city council shall direct, and notice of such public hearing shall be published at least 7 days in advance of the hearing by the city clerk. All wards shall be composed of contiguous and compact territory, as nearly equal in population as possible, and bounded by

natural boundaries, street lines, railroad tracks or other easily identifiable physical features. Notwithstanding any changes in the ward boundaries, the elected ward officers in office at the time of the re-division of city wards shall continue in said offices until the end of the terms for which they were elected.

After the public hearing, the text of the charter amendment will be sent to the State of New Hampshire Secretary of State, the Attorney General and the Commissioner of the Department of Revenue Administration for their review. Upon their approval and the final order by the City Council, the charter amendment will be placed upon the ballot for the November 2, 2021 Municipal Election. The charter amendment will take effect January 1, 2022.



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.6.

Meeting Date: July 8, 2021
To: Mayor and Keene City Council
From: Councilor Andrew Madison
Through: Patricia Little, City Clerk
Subject: **Councilor Andrew Madison - Mandatory Training for City Councilors**

Council Action:

In City Council July 1, 2021.

Referred to the Finance, Organization, and Personnel Committee.

Recommendation:

Attachments:

1. Communication_Madison

Background:

Councilor Madison is recommending that training for City Councilors be required in the following areas: sexual harassment and gender sensitivity; implicit biases; diversity and inclusion; and professional ethics.

June 25, 2021

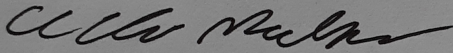
Mr. Mayor, and City Council,

I would like to request that the council discuss the establishment of an annual training schedule for the city council. Specifically, I would like to see the following topics covered:

- Sexual harassment and gender sensitivity.
- Implicit bias, diversity and inclusion.
- Professional ethics, as it relates to elected officials at the city level.

Ideally, these trainings would be held in-person, however given constraints posed by schedules and other concerns; an online format should be considered if it will encourage participation. Furthermore, I would like to council to discuss making these trainings mandatory for city councilors starting in fiscal year 2023.

Respectfully Submitted,



Andrew Madison
Ward 3



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.7.

Meeting Date: July 8, 2021
To: Mayor and Keene City Council
From: Merri Howe, Finance Director/Treasurer
Through: Elizabeth Dragon, City Manager
Subject: **Relating to Water and Sewer Utility Charges
Ordinance O-2021-10**

Council Action:

In City Council July 1, 2021.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

That Ordinance O-2021-10 relating to water and sewer utility rates have a first reading at the July 1, 2021 meeting of the City Council and that it be referred to the Finance, Organization and Personnel Committee for a recommendation.

Attachments:

1. Ordinance O-2021-10_referral
2. Commercial - Industrial Bill Projection FY 22 rate change
3. Residential - Industrial Bill Projection FY 22 rate change

Background:

Water and sewer fees provide the primary sources of revenue for the Water and Sewer enterprise funds. To ensure that the rates cover the true cost of providing water and sewer services to the customers, a rate study was conducted.

The results of a recent water and sewer rate study, which were based on the revenues necessary for FY22, are contained in the rate change recommendation incorporated into Ordinance O-2021-10.

The rate structure utilized by the City is based on two key components for each service account. The results of the recent rate study continue to use this methodology, however, the allocation between the fixed component and the volumetric component was realigned.

The volumetric rate for both water and sewer is the same for all customers and is charged for each 100 cubic feet (hcf) of water used.

After several FOP meetings and discussions on the rate study results, the City Council voted to continue with the City's current fixed and volumetric methodology with adjustments to the rates based on a percentage necessary to sustain operations, capital and debt funding. The City Council

also voted to use the current fire line rates instead of the rates proposed in the study. The difference in revenues from using the current fire line rates instead of the proposed fire line rates have been reallocated and absorbed in the volumetric water rate.

Examples of the new rates for both commercial and residential properties are attached.



CITY OF KEENE

O-2021-10

Twenty-One

In the Year of Our Lord Two Thousand and
 Relating to Water and Sewer Utility Charges

AN ORDINANCE

Be it ordained by the City Council of the City of Keene, as follows:

That Appendix B Fee Schedule of the Ordinances of the City of Keene, as amended, are hereby further amended by deleting the effective 2019 text and inserting the bolded text under effective 2021 in the accompanying rate schedule in Section 98-511 (a) and in Section 98-512 (a) of Appendix B so that Section 98-511 (a) and Section 98-512 (a) would read as follows:

Appendix B

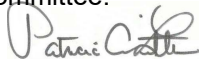
	effective	effective
<u>Section 98-511 (a). Water</u>		
<u>Meter Rates</u>	<u>2019</u>	<u>2021</u>
Volume Rate (\$ per hcf)	4.78	5.06
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	7.29	24.36
3/4 inches	10.50	36.53
1 inch	18.66	60.89
1 1/2 inches	41.99	121.78
2 inches	74.65	194.84
3 inches	167.96	365.33
4 inches	297.97	608.88
6 inches	671.86	1,217.76

**Section 98-512 (a). Sewer
Rates**

	<u>2019</u>	<u>2021</u>
Volume Rate (\$ per hcf)	5.31	6.29
Fixed Quarterly Charge (meter size in inches)		
5/8 inches	53.96	50.93
3/4 inches	77.70	76.39
1 inch	138.13	127.32
1 1/2 inches	310.78	254.63
2 inches	552.50	407.41
3 inches	1243.13	763.89
4 inches	2210.00	1273.15
6 inches	4972.51	2546.31

George S. Hansel, Mayor

In City Council July 1, 2021.
Referred to the Finance, Organization
and Personnel Committee.


City Clerk

CITY OF KEENE, NEW HAMPSHIRE

Sample Commercial Cost Comparison FY22 Rate Setting

	Laundry Business:			Small Restaurant			Medium Manufacturing Business		
	Units of 100 HCF per year = 30,816			Units of 100 HCF per year = 472			Units of 100 HCF per year = 2,256		
	Meter size 2"			Meter size 5/8"			Meter size 3"		
	Fire protection line 6"			Fire protection line 4"			Fire protection line 8"		
2021 Actual rates									
Sewer Fixed	\$552.50		\$552.50	\$33.95		\$33.95	\$1,243.13		\$1,243.13
Sewer Consumption(17% Volume Discount)	\$4.41	7704	\$33,953.84	\$5.31	118	\$626.58	\$5.31	564	\$2,994.84
Water Fixed	\$74.65		\$74.65	\$7.29		\$7.29	\$167.96		\$167.96
Water Consumption	\$4.78	7704	\$36,825.12	\$4.78	118	\$564.04	\$4.78	564	\$2,695.92
Fire Protection Line	\$144.50		\$144.50	\$64.22		\$64.22	\$256.89		\$256.89
		Quarterly Bill	\$71,550.61		Quarterly Bill	\$1,296.08		Quarterly Bill	\$7,358.74
		Annual Cost	\$286,202.44		Annual Cost	\$5,184.32		Annual Cost	\$29,434.96
2022 Proposed Rates									
Sewer Fixed	\$407.41		\$407.41	\$50.93		\$50.93	\$763.89		\$763.89
Sewer Consumption(17% Volume Discount)	\$5.22	7704	\$40,220.27	\$6.29	118	\$742.22	\$6.29	564	\$3,547.56
Water Fixed	\$194.84		\$194.84	\$24.36		\$24.36	\$365.33		\$365.33
Water Consumption	\$5.06	7704	\$38,982.24	\$5.06	118	\$597.08	\$5.06	564	\$2,853.84
Fire Protection Line	\$144.50		\$144.50	\$64.22		\$64.22	\$256.89		\$256.89
		Quarterly Bill	\$79,949.26		Quarterly Bill	\$1,478.81		Quarterly Bill	\$7,787.51
		Annual Cost	\$319,797.05		Annual Cost	\$5,915.24		Annual Cost	\$31,150.04
		monthly cost increase	\$ 2,799.55		monthly cost increase	\$ 60.91		monthly cost increase	\$ 142.92
		QUARTERLY COST INCREASE	\$8,398.65		QUARTERLY COST INCREASE	\$182.73		QUARTERLY COST INCREASE	\$428.77
		ANNUAL COST INCREASE	\$33,594.61		ANNUAL COST INCREASE	\$730.92		ANNUAL COST INCREASE	\$1,715.08
		% ANNUAL INCREASE	11.74%		% ANNUAL INCREASE	14.10%		% ANNUAL INCREASE	5.83%

CITY OF KEENE, NEW HAMPSHIRE
Residential Cost Comparison FY22 Rate Setting

	<u>Low Consumption</u>			<u>Medium Consumption</u>			<u>High Consumption</u>		
	Units of 100 HCF per year = 24			Units of 100 HCF per year = 48			Units of 100 HCF per year = 72		
	Meter size 5/8"			Meter size 5/8"			Meter size 5/8"		
	Fire protection line 6"			Fire protection line 4"			Fire protection line 8"		
<u>2021 Actual rates</u>									
Sewer Fixed	\$53.96		\$53.96	\$53.96		\$53.96	\$53.96		\$53.96
Sewer Consumption(17% Volume Discount)	\$5.31	6	\$31.86	\$5.31	12	\$63.72	\$5.31	18	\$95.58
Water Fixed	\$7.29		\$7.29	\$7.29		\$7.29	\$7.29		\$7.29
Water Consumption	\$4.78	6	\$28.68	\$4.78	12	\$57.36	\$4.78	18	\$86.04
		Quarterly Bill	\$121.79		Quarterly Bill	\$182.33		Quarterly Bill	\$242.87
		Annual Cost	\$487.16		Annual Cost	\$729.32		Annual Cost	\$971.48
<u>2022 Proposed Rates</u>									
Sewer Fixed	\$50.93		\$50.93	\$50.93		\$50.93	\$42.44		\$42.44
Sewer Consumption(17% Volume Discount)	\$6.29	6	\$37.74	\$6.29	12	\$75.48	\$6.29	18	\$113.22
Water Fixed	\$24.36		\$24.36	\$24.36		\$24.36	\$24.36		\$24.36
Water Consumption	\$5.06	6	\$30.36	\$5.06	12	\$60.72	\$5.06	18	\$91.08
		Quarterly Bill	\$143.39		Quarterly Bill	\$211.49		Quarterly Bill	\$271.10
		Annual Cost	\$573.56		Annual Cost	\$845.96		Annual Cost	\$1,084.40
		monthly cost increase	\$ 7.20		monthly cost increase	\$ 9.72		monthly cost increase	\$ 9.41
		QUARTERLY COST INCREASE	\$21.60		QUARTERLY COST INCREASE	\$29.16		QUARTERLY COST INCREASE	\$28.23
		ANNUAL COST INCREASE	\$86.40		ANNUAL COST INCREASE	\$116.64		ANNUAL COST INCREASE	\$112.92
		% ANNUAL INCREASE	17.74%		% ANNUAL INCREASE	15.99%		% ANNUAL INCREASE	11.62%



CITY OF KEENE NEW HAMPSHIRE

ITEM #A.8.

Meeting Date: July 8, 2021

To: Mayor and Keene City Council

From: Chelsea North, Parking Operations Manager

Through: Medard Kopczynski, Economic Development Director/Special Projects
Elizabeth Dragon, City Manager

Subject: **Relating to Parking
Ordinance O-2021-09**

Council Action:

In City Council July 1, 2021.

Referred to the Finance, Organization and Personnel Committee.

Recommendation:

Move that the Finance, Organization and Personnel Committee recommend to the City Council, adoption of Ordinance number O-2021-09. This ordinance makes minor wording changes to permit cleaner operations in an older ordinance, raises some fees, clarifies the conditions and fees for night parking (where designated), public street parking, and the net effect would be the conversion of the Wells Garage to permit and leased-only parking.

Attachments:

1. Ordinance O-2021-09_Referral

Background:

Parking Services provides parking opportunity to a variety of diverse and changing customers, however our codes and pricing structures have not kept pace with these changes. The adopted City Council Goals directs our service delivery cost to minimize the burden to the property taxpayer, support the diverse needs of all Keene residents, help stabilize and revitalize existing businesses, and additionally continue to ensure that Keene's municipal infrastructure supports the varied needs of Keene residents and businesses. This request is consistent with the City Councils' adopted Fiscal Policy- Part 2, Section III- A2, B and C2.

The proposed ordinance includes minor wording changes and the partial removal of archaic language as well as fee changes and criteria for overnight parking. Staff will be returning in the fall with more proposed changes to Chapter 94. The major changes include the creation of a mechanism to permit 24 hour reserved permit parking in the lots and on-street. There is a rental program today for six days a week 8 till 5 for the lots and a vague reference to posting the lots for night parking. Chapter 94 as written in conjunction with Appendix B is hard to follow for the staff as well as the citizens. As written, the code states that "24 hour period" parking in the lots is \$5.00 and on street public space parking is \$15 per day. Section 94-152 (3) for public street parking spaces

states that “on street parking spaces may be issued a permit for periods of less than 90 days in accordance with rates as set forth in the schedule of fees in appendix B to this Code and designation of on street permit spaces shall be determined by the city council (there is a list in the code). Permits are from 7:30 a.m. to 6:00 p.m., Monday through Saturday. Parking Services has not been charging \$15 per day for these spaces as the code indicates, but has been charging the quarterly lot rate. These changes are intended to accommodate demand for both workforce (partially) and address a parking need for full-time residents where there are an estimated 1000 units within the limits of the newly adopted Core and Growth districts. These changes would permit a reasonable cost for designated overnight parking; this is usually 24/7 parking for a specific time greater than one day, or for single days. The intent is to convert the Wells Garage into all lease or rental with a marked section available for event overflow after hours.

Reasons and Statistics

This demand for permitted parking is driven by our daytime workforce and more residential properties in the downtown, including Washington Park’s (the old Middle School’s) new tenants. The need for mixed-permits in the Wells Garage is paramount for continuing growth and business in the Downtown Core and Growth Districts. Daytime workers and residents want access to guaranteed daytime parking and/or guaranteed 24/7 parking, both covered and uncovered. Having a costing structure that designates these spaces also reduces the cost where workforce or residents pay the meter rate. Moving these vehicles off Main Street into designated parking also increases the number of spaces available on Main Street. In addition, there is a need to diversify the Parking fund sources.

For the trial that began in December 2020 to see if there was interest in space rental, in the lower level Wells Garage 28 metered spaces were converted into 28 permit-only spaces. We are currently in the second quarter of the two-quarter trial. There is a waiting list for the first quarter of the trial and the allocated spaces are currently full in the second quarter with no current waiting list; however, the 18 parking spaces on the upper deck would be immediately filled due to interest in permits for this location. Adding the 18 spaces would make the entire garage permit-parking and leased spaces only. The upper deck is generally not used for daytime shoppers and diners in the downtown area, as these patrons prefer to park in other locations closer to Main Street.

In addition to meeting a need, changing the use allows better utilization of this parking asset fiscally. Currently, an average of five spaces out of 18 are being used throughout the day. If used and paid for every hour, revenue for the 18 public parking spaces on the upper deck would amount to \$1,228.50, per quarter (based on a 13 week quarter, with five cars parked nine hours a day, six days a week). Annually, this totals \$4,914 (actual utilization for these spaces is less than 20%). The daytime permits for the upper deck would be \$175 each per quarter, totaling \$3,150, and \$12,600 annually.

To further accommodate the growing need for permit parking, the transition of the paid metered spaces to permit parking only in the Wells Garage would include the allocation of several spaces as 24/7 parking to further support the changing needs for guaranteed parking for downtown residents. As proposed, the 28 permits for the lower lot would increase from the trial rate of \$200 to \$350 per permit, per quarter for 24/7 usage; however the cost for 24/7 permits in uncovered areas would be \$275 per quarter, as opposed to a much higher cost if the consumer paid separately for each day and night per the existing schedule. 24/7 permits for uncovered parking areas could include 24/7 spaces in the Gilbo Lots, Commercial Lot, Elm Lot, and Wells Garage Upper Deck.

Under the current fee schedule, the cost of overnight, paid public parking is \$5 a night where designated six days a week, amounting to \$390 per quarter. The current daytime paid public parking meter lot rate is \$.35 an hour, nine hours a day, six days a week. This amounts to \$245.70 per quarter, if the consumer paid individually for parking each of these days. The total cost to a consumer

for daytime and overnight parking would be \$635.70 per quarter if the present ordinance was followed. Allocating ~~several~~ **some** parking spaces to 24/7 parking would balance the need for parking demands, cost to the consumer, and revenue to the City.

The following conversion chart details the current and proposed cost for parking, based on a single space, per quarter:

Type	Formulation- Lot Meters Only	Quarter-today per Space	Quarter-proposed Per Space	Annual Cost per space	Notes
Per Space-no overnight	\$.35 x 9 hours/day x 78 days/quarter	\$245.70	\$245.70	\$982.80	Based on 6 days a week x 13 weeks in a quarter
Daytime Permit-Uncovered	NA	\$145	\$175	\$700	Flat fee per quarter
Daytime Permit-Covered	NA	\$200	\$250	\$1,000	Flat fee per quarter
24/7 Permit-Uncovered	NA	NA	\$275	\$1,100	Flat fee per quarter
24/7 Permit-Covered	NA	NA	\$350	\$1,400	Flat fee per quarter
24 Hour Parking-Today	\$5/night x 78 nights <u><i>This really is set up for a single night</i></u>	\$390	NA	\$1,560*	Based on 6 days a week x 13 weeks in a quarter
24 Hour Parking-Proposed	\$10/night x 78 nights <u><i>This really is set up for a single night</i></u>	NA	\$780	\$3,120*	Based on 6 days a week x 13 weeks in a quarter
Public Space Parking	\$15 /space x 78 days <i>This would only be used for single days and a quarterly rate charged</i>	NA- See Text	NA- See Text	\$4,680*	Based on 6 days a week x 13 weeks in a quarter

**It is NOT proposed that a person would use this method more than a day or two, figures are just meant for comparison.*

Converting 18 spaces of paid public parking on the upper deck of the Wells Garage, makes the Garage entirely permit and leased spaces only. This change would continue efforts to serve the public, better-utilize City assets, increase revenue to the City, and reduce appeals for violations, frustration of residents, workforce, and business owners due to lack of available parking.



CITY OF KEENE

Ordinance O-2021-09

In the Year of Our Lord Two Thousand and~~Twenty-one~~.....

AN ORDINANCERelating to Parking.....

Be it ordained by the City Council of the City of Keene, as follows:

That the City Code of the City of Keene, New Hampshire, as amended is hereby further amended by removing the stricken text and inserting the bolded text to the following provisions of Chapter 94, Article I, In General Section 94-1, Definitions, Article III, "Parking," of Division 2, "Snow and Maintenance Period" and "Specific Streets," of Sections 94-95, of Division 4 "Leased Spaces," Leased Spaces of Section 94-151, Public Street Parking Spaces of Section 94-152, and Appendix B, Chapter 94, Traffic, Parking and Public Ways as follows;

Sec. 94-1. - Definitions.

Parking Division means that division assigned by the City Manager to manage the parking system to provide parking opportunities and enforce parking regulations.

Sec. 94-95. - Snow and street maintenance period.

(a) Snow maintenance period. No vehicle or trailer shall be left standing or unoccupied upon any of the public ways or bridges in the city and owners of all vehicles or trailers so standing between the hours of 1:00 a.m. and 6:00 a.m. shall be deemed in violation of RSA 262:31 et seq. and shall be towed as provided for in section 94-154 pertaining to enforcement practices. The prohibition described in this subsection shall apply during the period each year from November 1 to April 30.

(b) Summer maintenance period. To provide for maintenance in the city's downtown, business, and commercial streets, no vehicle or trailer shall be left standing or unoccupied upon any of the public ways or bridges in the areas specified and owners of all vehicles or trailers so standing between the hours of 2:00 a.m. and 6:00 a.m. as specified shall be deemed in violation of RSA 262:31 et seq., and shall be towed as provided for in section 94-154 pertaining to enforcement practices. The prohibition described in this subsection shall apply during the period each year from May 1 to October 31:

(c) The prohibitions described in subsections (c) through (f) of this section shall not apply during the period from May 1 through October 31, ~~except that no vehicle shall be left continuously in any city-owned parking lot for longer than five days~~ **except in the event of an emergency condition as**

determined by the Public Works Director. Any vehicle that is left in any city-owned parking lot and/or that is unregistered may be towed as stated in section 94-154 pertaining to enforcement practices. Nothing in this exception to parking prohibitions will prohibit the public works department from closing all or parts of any parking lot for maintenance, as long as the parking lot has been signed to notify users of the parking lot of the closing at least five days prior to the closing of the parking lot for maintenance.

(d) No vehicle shall be left standing on the city-owned Elm Street parking lot between the hours of 12:01 a.m. and 6:00 a.m. in the morning on Tuesday, Thursday, and Saturday. Exceptions: This Elm Street lot prohibition shall not pertain to the spaces specifically designated for overnight permit parking.

(e) No vehicle shall be left standing on the city-owned Gilbo Avenue parking lot west of St. James Street and Commercial Street parking lot between the hours of 12:01 a.m. and 6:00 a.m. in the morning on Monday, Wednesday, Friday, and Sunday; and no vehicle shall be left standing on the Gilbo Avenue parking lot east of St. James Street between the hours of 12:01 a.m. and 6:00 a.m. in the morning on Tuesday, Thursday, and Saturday. ~~Exception: This prohibition shall not pertain to the space rented to Vermont Transit or its successor organization or the spaces specifically designated for overnight permit parking. This exception shall terminate automatically upon the termination of the monthly rental by Vermont Transit or its successor organization.~~

(f) No vehicle shall be left standing on the city-owned Wells Street parking structure between the hours of 12:01 a.m. and 6:00 a.m. in the morning on Tuesday and Thursday, except in the spaces specifically designated for overnight permit parking.

DIVISION 4. - LEASED SPACES

Sec. 94-151. - Leased **Managed** parking lot spaces.

(a) All rental of parking spaces in public parking lots shall be for a minimum period of three months and at a quarterly rental rate as set forth in the schedule of fees in appendix B to this Code. The number of permits to be issued ~~each month~~ shall be at the discretion of ~~the city manager~~ **Parking Services**. Rentals shall be from 8:00 a.m. to 5:00 p.m., Monday through Saturday, in all city lots except for the Elm Street Lot. Rentals in the Elm Street lot shall be from 7:30 a.m. to 6:00 p.m. for daytime reserved parking spaces, Monday through Saturday, and 6:00 p.m. to 7:30 a.m. for nighttime reserved spaces, each day of the week. Anyone occupying a parking space leased **or rented** to another shall be subject to the penalty set forth in section 94-181. ~~The terms and conditions of existing leases of parking spaces shall not be subject to the provisions of this division.~~

(b) Areas so designated **by Parking Services** in the Commercial Street Lot, **Elm Street Lot**, Gilbo Avenue West Lot, **Gilbo Avenue East Lot** and the Wells Street Parking Garage for overnight permit parking shall not be subject to the rates set forth in subsection (a) of this section. Permits will be issued for these areas at a rate as set forth in the schedule of fees in appendix B to this Code. These permit rentals shall have no time limit and vehicles may remain parked around the clock seven days a

week. Maintenance of this area will be minimal; users will be responsible for dealing with wind rows and ice left by minimal snow plowing.

(c) Leases of bulk portions of unused public parking areas may be issued on such terms as negotiated and approved by the city council.

Sec. 94-152. - Public street parking spaces.

(a) Short term parking space permits.

(1) Notwithstanding other sections of this chapter, parking spaces may be permitted on a daily basis for funerals or weddings, for special drives or events, and for construction or remodeling in which the work being accomplished necessitates work vehicles to be placed adjacent to where the construction is taking place and there is no other proximate area to locate the vehicle or vehicles. The decision of ~~the city manager or~~ parking services shall be final with respect to granting such parking space permits. Space permit payments shall be made in advance to the city in the amount as set forth in the schedule of fees in appendix B to this Code.

(2) For funerals and weddings, application may be made in advance to the city for billings to be sent out at intervals of no greater than once a year. In such case, the applicant shall furnish in advance an estimate to the city of the proposed use over the interval to be billed. Prior to the agreed upon billing date, the applicant shall furnish the city a log of actual usage during the interval. Bills will then be sent out based on actual use; if less than one full day or a partial day, rates may be determined by the city. The responsibility for appropriate marking and removal of the marking of the space permitted shall be with the person having the permit for the space.

(3) On street parking spaces may be issued a permit for periods of less than 90 days in accordance with rates as set forth in the schedule of fees in appendix B to this Code. Designation of on street permit spaces shall be determined by the city council. Permits shall be from 7:30 a.m. to 6:00 p.m., Monday through Saturday. Anyone occupying a parking space permitted to another shall be subject to the penalty set forth in section 94-181.

The following shall be designated as on street permit parking spaces:

Center Street—Three consecutive spaces on the north side of Center Street beginning west of Court Street.

Elm Street—Five consecutive spaces on the west side of Elm Street beginning north of Mechanic Street.

Mechanic Street (west)—Four consecutive spaces on the south side of Mechanic Street beginning east of Court Street.

Mechanic Street (east)—Two consecutive spaces on the south side of Mechanic Street beginning west of Washington Street.

Mechanic Street (east)—Two consecutive spaces on the north side of Mechanic Street beginning west of Washington Street.

Norway Avenue—Five consecutive spaces on the west side of Norway Avenue beginning north of Church Street.

Norway Avenue—Six consecutive spaces on the east side of Norway Avenue beginning north of Church Street.

Summer Street—Ten consecutive spaces on the south side of Summer Street beginning west of Court Street.

Vernon Street—Two consecutive spaces on the south side of Vernon Street beginning west of Washington Street.

APPENDIX B

Chapter 94. Traffic, Parking and Public Ways

§ 94-151(a). Public parking lot space permit, quarterly (surface lots)

<u>Day Only.</u>	<u>145.00</u>	<u>\$175.00</u>
<u>....24/7.....</u>		<u>\$275.00</u>

Public parking lot space permit, quarterly (**Wells garage covered**)

<u>Day Only....</u>	<u>\$200.00</u>	<u>\$250.00</u>
<u>....24/7.....</u>		<u>\$350.00</u>

Per day ~~5.00~~ **\$10.00**

§ 94-151(b). Commercial Street parking lot, Elm Street parking lot, Gilbo Avenue east **and west** parking lot and Wells Street Parking Garage overnight parking permit fees:

Single Space twenty-four-hour period~~5.00~~ **\$10.00**

§ 94-152(a). Public street parking space permits:

Metered spaces, per day per space\$15.00

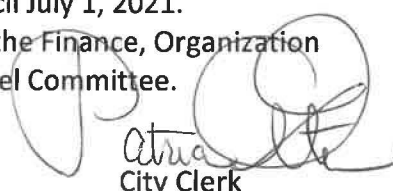
Unmetered spaces, per day per space\$15.00

Space per quarter\$175.00

George S. Hansel, Mayor

In City Council July 1, 2021.

Referred to the Finance, Organization
and Personnel Committee.



Patricia
City Clerk