



MEMORANDUM

TO: Members, Urbana City Council
FROM: Pat Pioletti
DATE: June 1, 2006
RE: Parking Primer

Attached is a document entitled **Parking Primer**. This document is intended to provide an easy reading, handy reference to the workings of the Motor Vehicle Parking System (MVPS).

Since parking in general has been a recent topic of discussion, coupled with the fact that the last parking system update for the City Council was done some 15 years ago, the time seems appropriate to provide current information. As you will read, this primer covers the high points of how MVPS is structured and how it functions. It is not, however, a comprehensive parking document in the sense that it does not cover or discuss non-MVPS parking issues such as, for example, zoning violations handled by Community Development or 72-hour violations.

Please read this at your leisure and contact me with any questions. My office phone is 384-2375 and my e-mail address is nppioletti@city.urbana.il.us.



PARKING PRIMER

May 2006



TABLE OF CONTENTS

Introduction

1.	History	3
2.	Organizational Structure	4
3.	Approach	5
4.	Inventory	6
5.	Rates and Fines	13
6.	Revenue	15
7.	Planned Projects and Possible Expansion Sites	17

List of Figures

Table 1: Hourly Rates.....	13
Table 2: Monthly Rates.....	13
Table 3: Fines	14
Table 4: Projected Revenue by Area	15
Table 5: Cash Flow Chart.....	20
Map 1: Downtown Parking	9
Map 2: Bicycle Parking.....	10
Map 3: Campus Parking	11
Map 4: Hospital Parking.....	12
Map 5: Planned Projects & Possible Expansion Sites	19
Attachment 1: C-U Parking.....	21
Attachment 2: Cash Key Brochure.....	22

Introduction

This Parking Primer is intended to provide a cursory review of how the Motor Vehicle Parking System (MVPS) works in Urbana. The idea is to provide a handy reference for Urbana City Council members in a format that is easy to read and understand.

The last comprehensive parking system update was provided to the City Council in January 1991. That document was very detailed and was much longer than this version. Since parking is such an important and sometimes volatile topic, it seemed in order to provide everyone with a refresher.

However, there are many parking related activities occurring on a daily basis across the City which are not covered herein because they are not associated with the MVPS. For instance, Parking Enforcement is responsible for zoning and vehicle nuisance violations and school crossings in addition to their meter enforcement activities.

History

Parking meters have had a presence on Urbana streets since the late 1940's. In fact, according to the Urbana City Clerk's Office, more than 480 ordinances referring to parking have been passed, dating back to 1915.

As you might imagine, parking has come a long way in Urbana since its origins. We have seen evolution not only in the science of parking, but in the equipment as well. For instance, even though the outward appearance of a parking meter hasn't changed much in the last half century, the inner workings have gone from a mechanical wind-up clock to a high tech electronic battery-operated computer with a digital display and a coin acceptor. Other significant developments have occurred not only in equipment and hardware but in how and where to supply parking as well.

Similarly, the staff that is directly associated with parking has become more specialized. The MVPS has grown from a staff of police patrol officers who handled everything from writing tickets to repairing meters into a staff of enforcement, maintenance, and support personnel spanning three departments; Police, Finance and Public Works This is attributable not only to the emphasis placed upon parking today, but also upon the growth of the system which now totals more than 2600 spaces.



Meter bags are placed and then removed by Public Works staff whether to reserve or to prohibit parking in a given space.

Organizational Structure

The total parking system in Urbana is managed by three departments; Police, Finance, and Public Works. The Police Department is responsible for parking enforcement activities including meter violations, timed parking violations (i.e. Lincoln Square Village), reserved parking, and towing. The Finance Department is responsible for collection of tickets, ticket complaint processing, monthly rentals, billings, parking meter audits, and statistical reports. The Public Works Department is responsible for installation, repair and maintenance, collection of meter money, placing/removing meter bags, complaint investigation, parking deck operations, general field operations (i.e. post straightening, painting, numbering, etc.), and maintenance and repair of all lots and the deck.

These departments work closely with each other to address issues, solve problems, and improve customer service.



The Finance Department processes 3500 ticket complaints per year. Each complaint is investigated by the appropriate person and results in a determination of whether a ticket is held valid or should be voided.

Approach

The Motor Vehicle Parking System is an enterprise fund in Urbana's budget. All expenses, including maintenance, employee costs, and construction, are supported by direct parking revenue. Ticket fines, however, are general fund revenue.

Even though revenues are tracked by specific area such as an individual parking lot or location, all MVPS revenue is pooled. This means, for instance, that money generated by on-street meters in one location might be used to construct a parking lot in another part of town.

When considering the fiscal health of the MVPS, a long-range cash flow that projects revenue (which tends to remain constant) via historical levels is consulted. Based upon, among other factors, revenue and cost trends, project and operating expenses are escalated over a 10-year period. This projection is updated every year during the budget process. (Table 5, Cash Flow Chart, page 20) This allows the opportunity to ensure that revenue is sufficient to support expenses and also to anticipate the need for future rate increases.

Through prudent financial management, MVPS is in solid fiscal shape and is projected to remain so for the foreseeable future, with revenues keeping pace with expenses.



Since all meters in the downtown are black as a component of streetscape, supplementary stickers are used to help motorists identify the duration of a given meter on-street before attempting to parallel park.

Inventory

Urbana's parking system is broken down into three major geographical areas: downtown, campus, and hospitals. Each of these components provide convenient parking spaces, but for completely different users.

a. Downtown. Spaces are divided between on-street and off-street (Map 1, Downtown Parking, page 9). All downtown on-street spaces are intended for shorter-term customers of businesses. Employee parking needs, either hourly or monthly rental, are addressed in longer-term off-street spaces in lots or in the deck. Currently, there are 491 metered spaces downtown, 144 of which are located on street.

The only multi-story facility in our system is located downtown. Opened in 1983, this 2 story parking deck provides 208 spaces (93 on the lower level and 115 on the upper) broken down into 60 unreserved second floor rentals, 24 reserved ground floor rentals, and 124 customer/hourly spaces.

Another significant aspect of downtown parking is the lease with Lincoln Square Village (LSV). This lease, signed into place in the spring of 2005, provides that we will supply customer and employee parking in the lots surrounding LSV for the next 23 years. This lease is a critical component of the massive redevelopment now underway at LSV. In addition, we also have leases to provide parking for Champaign County Petit and Grand Jurors, and Federal Court Jurors.

Even though it is a non-revenue item for MVPS, several downtown off-street facilities accommodate and promote bicycle parking. Map 2, Bicycle Parking, found on page 10, shows not only the bike parking opportunities in lots and the deck, but also those at City owned facilities and private property in the downtown area. This is not necessarily a comprehensive depiction of all available bike parking, but is intended to illustrate general availability.

On average, over the course of a year, each downtown meter generates \$229.00.

b. Campus. Spaces are located on-street except for a small number in a University of Illinois lot off Lincoln Avenue that were received in trade

for vacating the block of California Avenue, between Lincoln Avenue and Gregory Street (Map 3, Campus Parking, page 11). Urbana's spaces, currently totaling 686 in number are predominantly long-term (5 hour duration or longer) with a smattering of shorter-term spaces strategically located to support nearby businesses. The intent under this approach is to accommodate faculty, staff, and visitors by providing parking spaces convenient to their destination. This results in very heavy usage during normal school periods and much lighter usage during the summer and other break times.

Due to the constant construction and improvements undertaken in the campus area, the exact count of metered spaces fluctuates from time to time. For instance, when a new building is constructed, on-street spaces are likely to be impacted by new driveways resulting in a decrease of spaces in a given block. The converse is also true with an increase of spaces occurring in some cases upon the removal of driveways. Also, several blocks, most recently in the north campus area, have been purchased by the University to facilitate their development. In these cases, the University has compensated Urbana for the loss of parking revenue projected out over fifty years or paid the appraised value of the vacated street right-of-way.

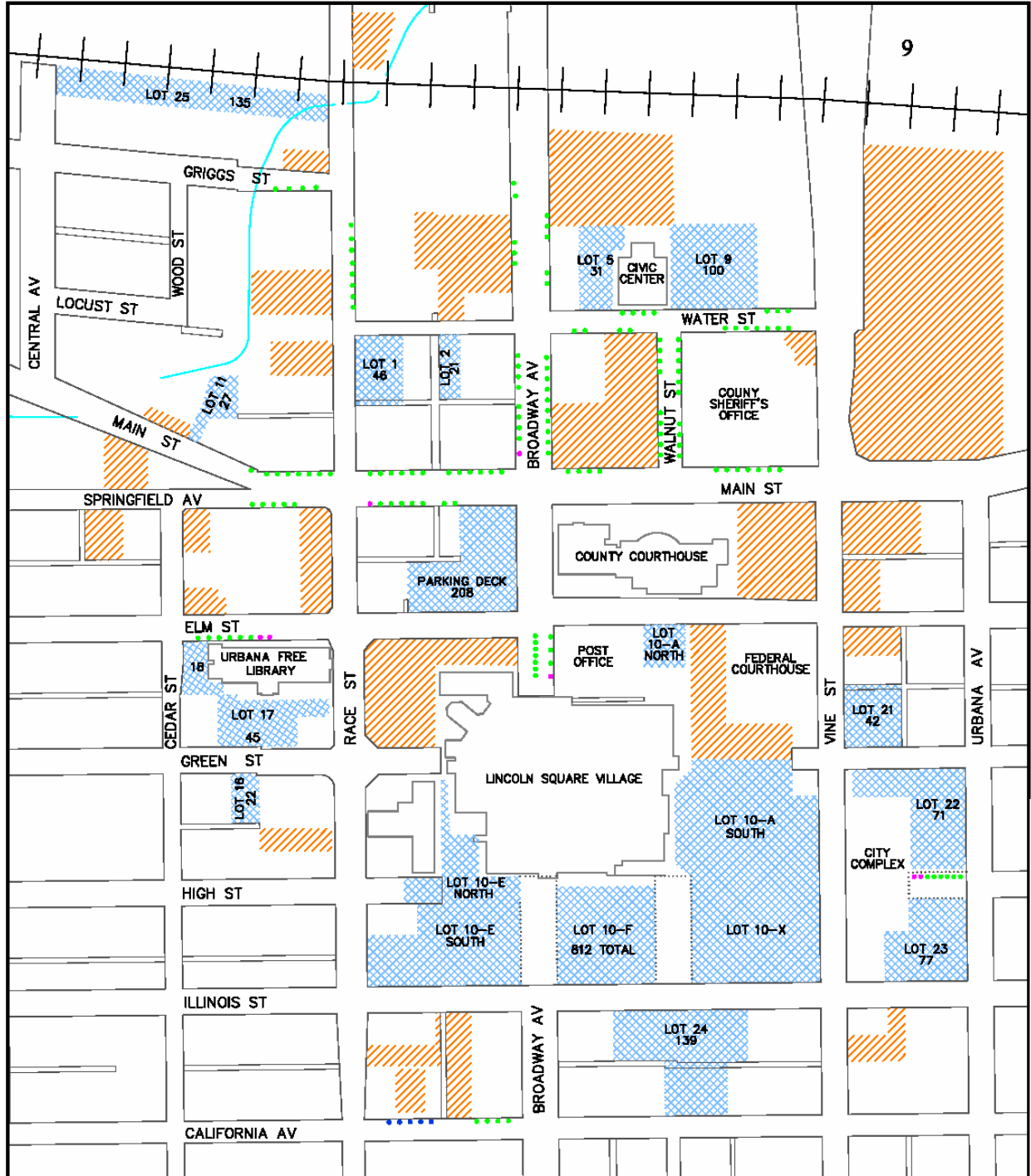
The City of Urbana participates with the University of Illinois and the City of Champaign on many levels including the formation of the University District. Within the district, staff tries to provide a uniform parking scheme in an effort to be more visitor friendly. With three separate entities operating side by side in the campus area, confusion about the do's and don'ts is likely to occur. Collectively, the staffs strive to not only provide consistent enforcement across all three agencies, but also to keep meter rates in sync (Attachment 1, C-U Parking Brochure, page 21).

Another benefit to residents and visitors is the availability of the cash key, which began as an offshoot of the University District. This device fits onto a key ring and is used in place of feeding coins into meters. Time is pre-paid and "stored" on the key. It is then used in any meter in Urbana, Champaign, or in the University District. Of particular convenience is the fact that time may be purchased for any or all three of the parking jurisdictions in one transaction using a single key (Attachment 2, Cash Key Brochure, page 22).

On average, over the course of a year, each campus meter generates \$980.00.

c. Hospitals Spaces are provided at meters which are installed on some of the streets near both hospitals in Urbana to not only control that resource but also to provide convenient parking to visitors (Map 4, Hospital Parking, page 12). Since both hospitals are located in or abut largely residential areas, staff is very sensitive to the impact on residents from placing parking meters near their homes. This is the primary reason for the metered spaces in these two areas totaling only 85.

On average, over the course of a year, each hospital meter generates \$570.00.



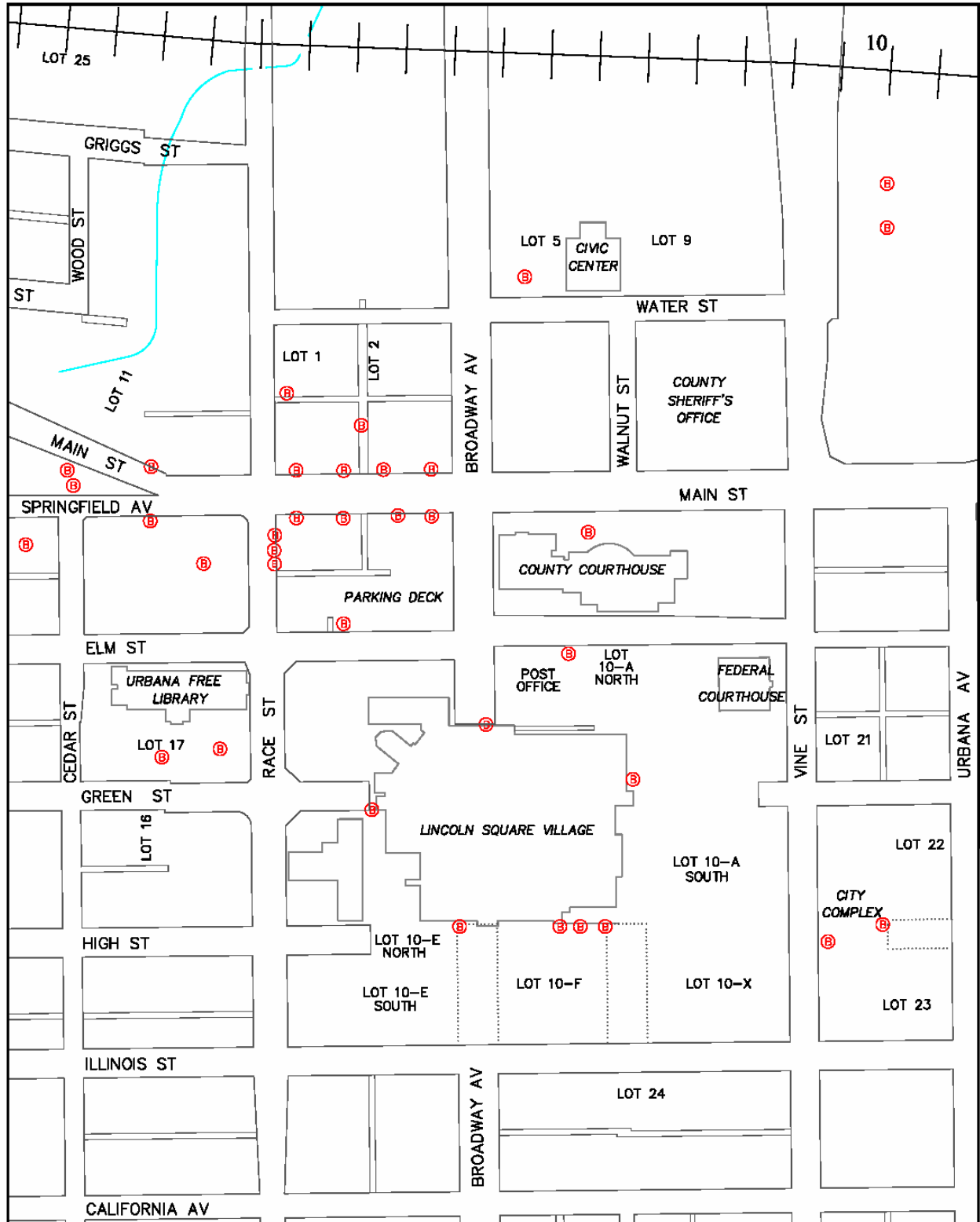
**CITY OF URBANA, ILLINOIS
DOWNTOWN PARKING LOTS**

- ON-STREET PARKING SPACES
- ON-STREET ACCESSIBLE PARKING
- RENTAL PARKING METERS
- PUBLIC PARKING LOTS
- PRIVATE PARKING LOTS

MAP 1



05/10/06

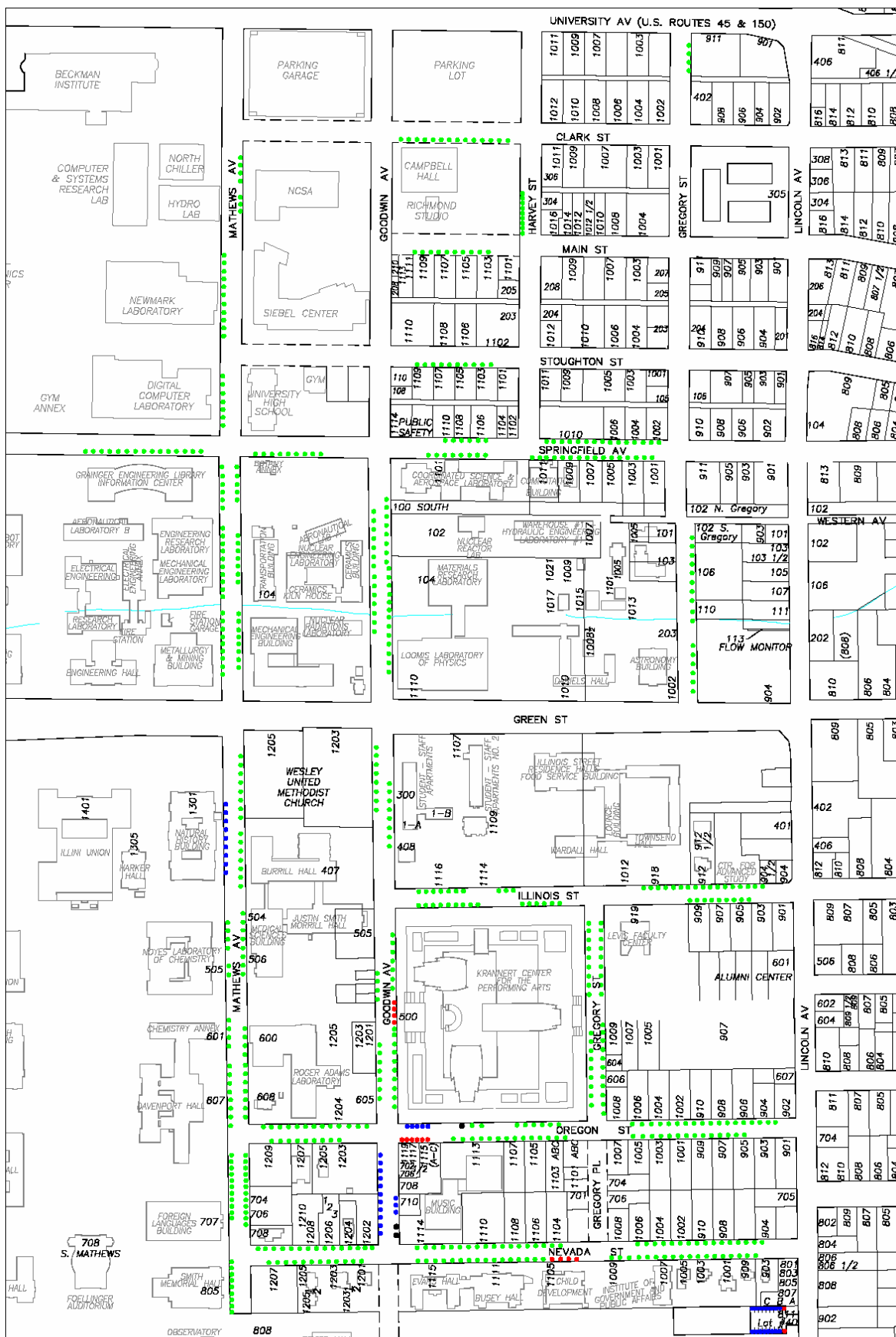


DOWNTOWN BICYCLE RACKS

(B) BICYCLE RACKS

MAP 2



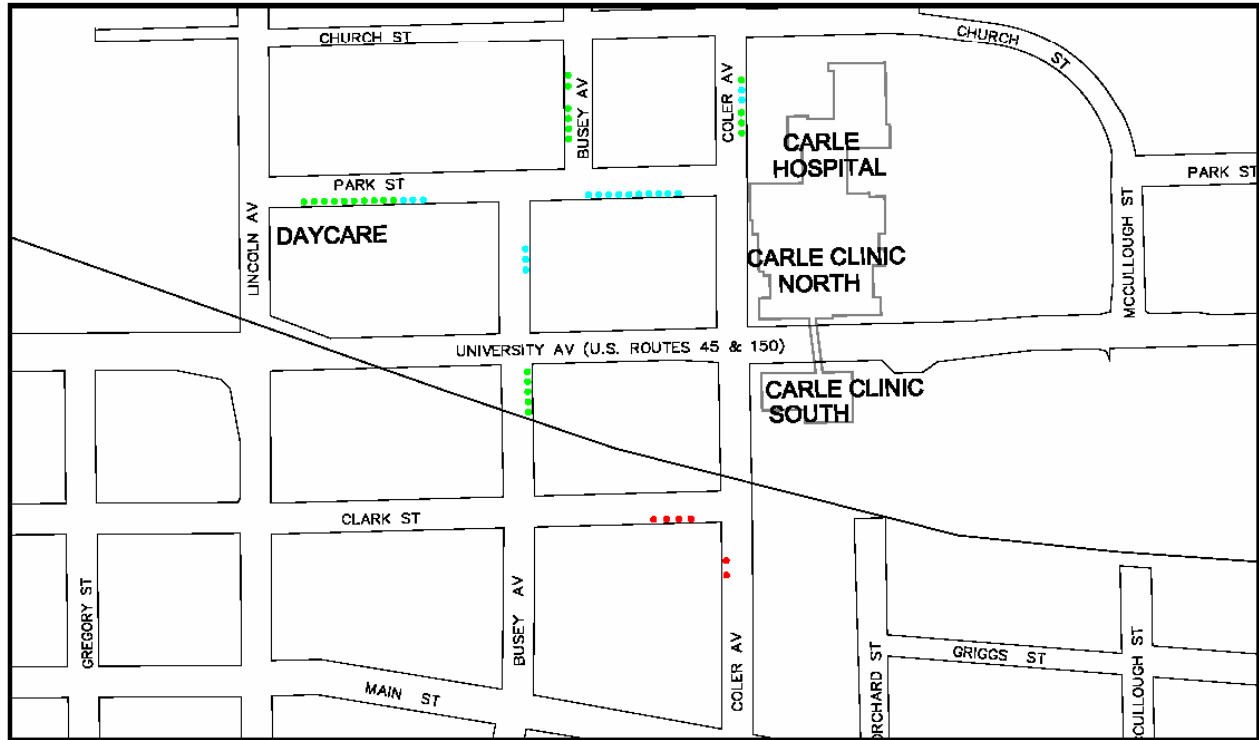
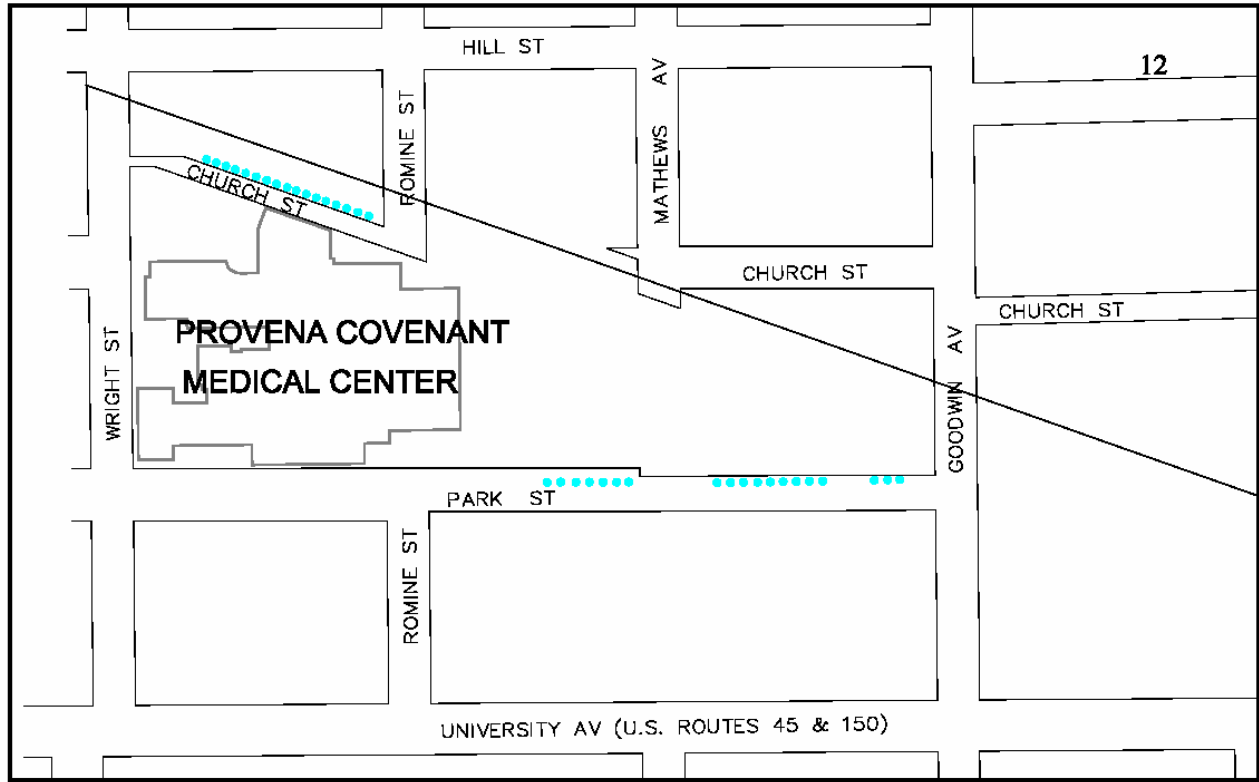


CAMPUS PARKING

- LEGEND**
- 10 HOUR DURATION
 - 2 HOUR DURATION
 - 15-30 MINUTE DURATION
 - 24 HOUR RENTAL

MAP 3

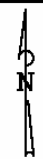




HOSPITAL PARKING

- LEGEND**
- 2 HOUR DURATION
 - 5 HOUR DURATION
 - 10 HOUR DURATION

MAP 4



Rates and Fines

Parking rates and fines are set by ordinance. The most recent meter rate increase was proposed and subsequently adopted in 2001 in conjunction with the formation of the University District. At that time, Urbana's campus area rates were increased to match those of Champaign and the University of Illinois. Staff periodically reviews rates and fines, and compares Urbana's schedule of fees with costs as well as similar fines imposed by Champaign and the University of Illinois. The Urbana City Council reviews and adopts such items each year prior to passing the annual budget.

Table 1: HOURLY RATES

Downtown	.25/hour
Parking Deck	.25 per hour for the first 2 hours, .50 per hour thereafter
Hospitals	.75/hour
Campus	.75/hour

Table 2: MONTHLY RATES

Reserved Space Campus	\$75/month
Reserved Space Deck M-F, 7AM-6PM	\$100/month
Unreserved Space Deck M-F, 7AM-6 PM	\$45/month
Reserved Space Downtown M-F, 7 AM-6 PM	\$20/month
Reserved Space Downtown 24 Hour 7 days/week	\$40/month

Table 3: FINES

Accessible Space	\$250.00
Meter Overtime Downtown*	\$5.00
Meter Overtime Campus and Hospitals**	\$10.00
Restricted Parking***	\$10.00
Prohibited Parking****	\$15.00
Expired / No Vehicle Registration	\$25.00
Abandoned / Inoperable Vehicles	\$20.00

*Parking enforcement may write up to 4 tickets for this offense downtown to the same vehicle in a single day.

**Parking enforcement may write up to 2 tickets for this offense to the same vehicle in a single day.

***Examples of restricted parking violations include 2 Hour LSV limitation, loading zones, and head-in parking only.

****Examples of prohibited parking violations include parking in a reserved space, parking in a yellow zone or areas posted no parking any time.



Parking Enforcement diligently patrols all areas for violators. This ticket is being written for meter overtime in the Campus area.

Revenue

Money from parking meters is collected twice per week in the campus area and once per week in the downtown and hospitals areas, with meter audits conducted on the last regular collection day of each month. The second collection on campus is due to the large volume of coins present. Once collected, the coins are transported to the bank (currently Busey) for sorting, counting, and deposit.

Parking deck attendants reconcile their respective cash at the end of each shift. The total receipts are then counted weekly, with reconciliation occurring against the printed reports generated by the cash register.

Monthly rentals and other lease payments are billed by the Finance Department on a quarterly basis.

The budget for FY 2005-06 anticipates revenues from parking as detailed in the following table. As of January 1, 2006, revenue is on track to meet those projections.

Table 4: PROJECTED REVENUE BY AREA

Campus Meters	\$606,325.00
Downtown Streets (Meters)	\$35,000.00
Downtown Lots (Meters)	\$62,100.00
Hospital Areas	\$54,000.00
Parking Deck	\$83,000.00
Monthly Rentals*	\$212,640.00
Meter Bags	\$89,465.00

* Includes revenue from Champaign County jurors, Federal jurors, and LSV agreements, but excludes Parking Deck rentals.

Parking ticket revenue for all enforcement activities is projected at \$533,500.00 for the current fiscal year. This revenue contains both MVPS and city wide fine collection. Tickets written for violations related to MVPS will account for about 69% of that total, or \$363,115.00. A good rule of thumb to use when thinking about enforcement is that ticket revenue generates almost twice the cost of providing the

enforcement. In the current budget for instance, direct costs are 57% of projected revenue.

Meter bags are utilized when meters are taken out of service. This occurs when a small number of spaces are reserved for a given day up to a large number of spaces temporarily taken out of the supply for a construction project. The fee for a meter bag is \$10.00 per day per space Monday through Saturday except City observed holidays.



For security and accountability purposes, two employees always collect money from the parking meters.

This is the handheld unit in operation for purposes of auditing this meter. Every meter in the system is audited on the last collection day of the month.



Planned Projects & Possible Expansion Sites

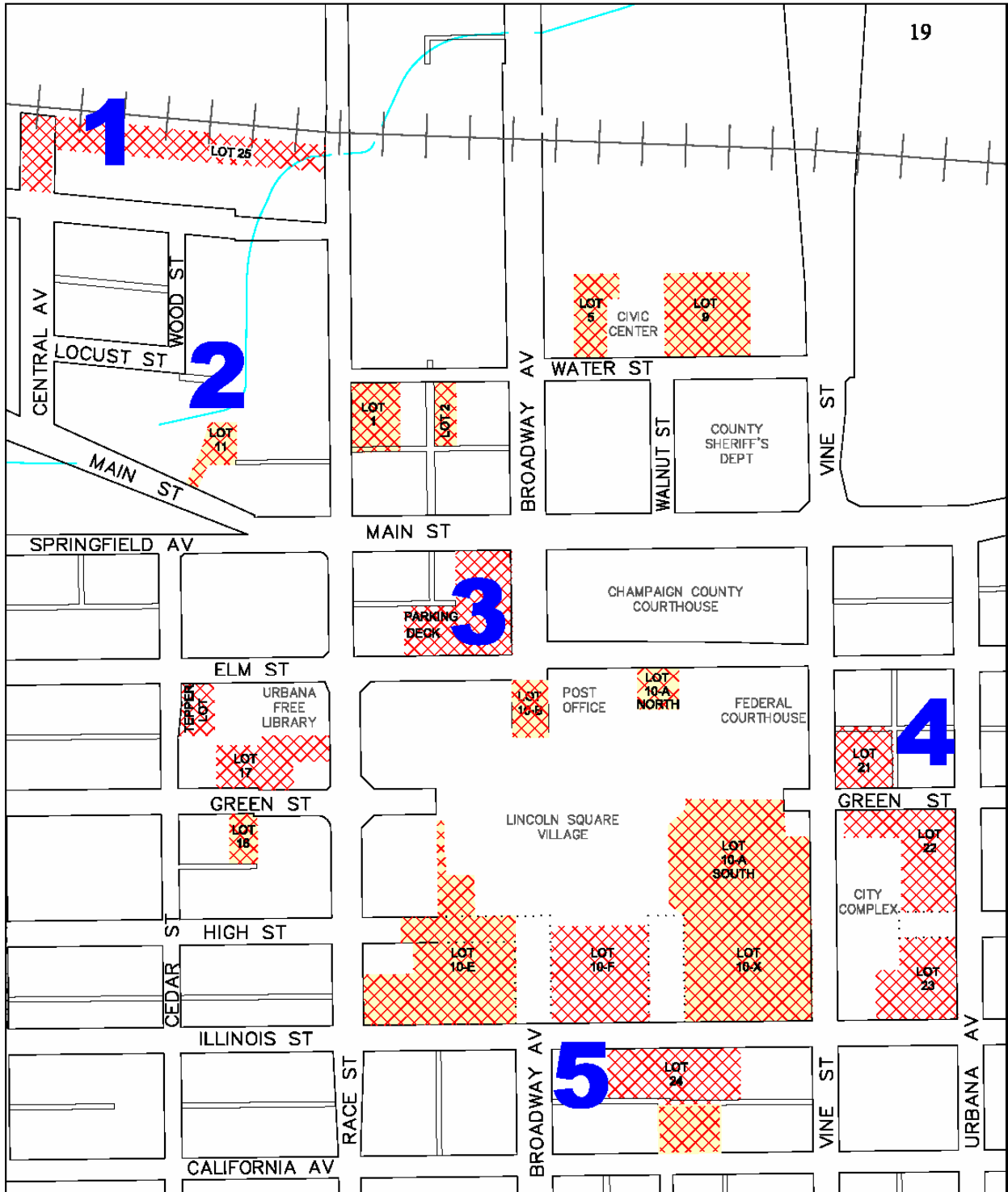
Resurfacing and reconstruction projects in the various MVPS parking lots are planned using the same method invoked when completing the annual Capital Improvement Plan (CIP). Specifically, field assessments are conducted, conditions are noted, quantities are tabulated resulting in estimates, and priorities are set. These projects are then plugged into a schedule and funding scenario. Since the projects are laid out 10 years in advance, annual reviews are made to ensure earlier projections and assumptions remain accurate. The projects planned for the MVPS over the next 10 years are highlighted on Map 5, Planned Projects and Possible Expansion Sites, found on page 19.

Similar to maintenance projects, potential sites for parking expansion must also be identified and reviewed from time to time. Map A5 also generally indicates where these locations lie, corresponding to the following enumerated list.

1. Expansion of Lot 25. This construction was completed in 2005, necessitated by the loss of Lot 8 (85 spaces) to facilitate the construction of Stratford Apartments.
2. Expansion of Lot 11. This lot is located in an area of downtown with high demand but a relatively low supply. Expansion at this location could provide additional parking for employees and residents.
3. Parking Deck Expansion. The existing deck was originally designed to accommodate an additional two levels of parking. However, a recent analysis of the cost involved with such vertical expansion has become prohibitive due to the seismic structural modifications now required of the first level.
4. Expansion of Lot 21. This location is attractive because of its proximity to downtown. If more development were to occur on the eastern edge, this is a likely spot to address parking demand.
5. Expansion of Lot 24. With increased parking pressures from LSV and the planned addition of residential units, expansion of employee parking off the mall site may become necessary.

It may be that rather than expanding surface parking lots, a structure is a better match to conditions and demand. Certainly, in that case, many

more cars can be accommodated in the same footprint than the corresponding surface area. However, such parking comes at a considerably higher price. The University of Illinois undertook the most recent construction of a parking structure in this community. Actual costs were in excess of \$15,000.00 per space. This figure is probably 50% higher than a surface option depending upon the cost of real estate acquisition. True cost per space over an existing lot can be as high as \$30,000.00 per space.



PLANNED PROJECTS & POSSIBLE EXPANSION SITES

 PUBLIC PARKING LOTS

 PROJECTED RECONSTRUCTION/RESURFACING IN NEXT 10 YEARS

MAP 5



05/10/06

TABLE 5: CASH FLOW CHART

	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
CASH BALANCE BEGINNING YEAR	\$1,869,175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REVENUES:												
CAMPUS METERS	\$606,351	\$626,350	\$626,350	\$626,350	\$626,350	\$626,350	\$626,350	\$626,350	\$626,350	\$626,350	\$626,350	\$626,350
OTHER METERS	155,653	165,650	165,650	165,650	165,650	165,650	165,650	165,650	165,650	165,650	165,650	165,650
BAGGED METER FEES	124,815	60,000	60,000	60,000	60,000	60,000	120,000	120,000	120,000	120,000	120,000	120,000
LINCOLN SQ. CONTRACT	90,808	93,680	96,490	99,385	102,367	105,438	108,601	111,859	115,215	118,671	122,231	125,898
OTHER RENTALS	60,153	60,100	60,100	60,100	60,100	60,100	60,100	60,100	60,100	60,100	60,100	60,100
PARKING GARAGE	83,084	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000
INTEREST	69,807	80,000	0	0	0	0	0	0	0	0	0	0
TRANSFER, TIF 1 DEBT	107,399	98,300	102,800	109,000	114,900	114,900	120,360	125,380	129,940	134,040	0	0
TRANSFER, TIF 2 DEBT	252,664	19,600	20,430	21,700	22,840	22,840	23,920	24,920	25,830	26,640	0	0
TOTAL REVENUES	\$1,550,734	\$1,286,680	\$1,214,820	\$1,225,185	\$1,235,207	\$1,238,278	\$1,307,981	\$1,317,259	\$1,326,085	\$1,334,451	\$1,177,331	\$1,180,998
EXPENSES:												
PARKING OPERATIONS	396,490	420,279	437,091	454,574	472,757	491,667	511,334	531,788	553,059	575,181	598,189	622,116
GARAGE OPERATIONS	88,011	93,292	97,023	100,904	104,940	109,138	113,504	118,044	122,765	127,676	132,783	138,094
DEBT SERVICE BONDS	332,019	117,900	123,230	130,700	137,740	137,740	144,280	150,300	155,770	160,680	0	0
DEBT SERVICE, TEPPER	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000	22,000
MISCELLANEOUS	3,604	5,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500	6,500
COURTHOUSE/ART IN PARK	2,663	798	0	0	0	0	0	0	0	0	0	0
TRANSFER, GEN., P.I.L.O.T.	205,370	213,590	222,140	231,026	240,267	249,877	259,872	270,267	281,078	292,321	304,014	316,174
GARAGE RENOVATIONS	30,945	143,421	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
LOT IMPROVEMENTS/EQ.	158,546	975,819	525,000	25,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
SUBTOTAL, EXPENSES	\$1,239,648	\$1,992,599	\$1,472,984	\$1,010,704	\$1,054,204	\$1,086,923	\$1,127,490	\$1,168,899	\$1,211,172	\$1,254,359	\$1,133,486	\$1,174,885
REV. OVER (UNDER) EXP.	\$311,086	(\$705,919)	(\$258,164)	\$214,481	\$181,002	\$151,355	\$180,491	\$148,360	\$114,912	\$80,092	\$43,845	\$6,113