

AGENDA – PARKING ADVISORY COMMITTEE  
AGENDA FOR THE REGULAR MEETING OF THE PARKING ADVISORY COMMITTEE  
TO BE HELD IN THE BOARD ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, BC  
ON TUESDAY, 2009-MAY-19, COMMENCING AT 12:00 P.M.

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1. Call to Order:
2. Introduction of Late Items:
3. Adoption of Agenda:
4. Adoption of Minutes:
  - (a) Minutes of the Parking Advisory Committee, City of Nanaimo, held in the Board Room, City Hall, 455 Wallace Street, Nanaimo, BC, on Wednesday, 2009-APR-15, at 12:00 p.m. *Pg. 2-4*
5. Delegations:
6. Chair's Report:
7. Reports of Advisory Bodies:
8. Staff Reports:
9. Information Only Items:
  - (a) Parking Asset March 2009 Financial Report *Pg. 5-11*
10. Consideration of Late Items/Other Business:
11. Next Meeting:

The next regular meeting of the Parking Advisory Committee will be held in the City Hall Board Room, 455 Wallace Street, Nanaimo, BC on date to be determined.
12. Adjournment:

## PARKING ADVISORY COMMITTEE

MINUTES OF THE REGULAR MEETING OF THE PARKING ADVISORY COMMITTEE,  
HELD IN THE BOARD ROOM, CITY HALL, 455 WALLACE STREET, NANAIMO, BC,  
ON WEDNESDAY, 2009-APR-15, COMMENCING AT 12:00 NOON

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**PRESENT:** Committee Member B. McGuffie (arrived at 12:15 pm to form quorum)  
Committee Member K. Shaw  
Committee Member R. Thurmeier  
Committee Member S. Molchan

**ABSENT:** Committee Member M. Briggs  
Committee Member D. Klein  
Committee Member T. Mayrhofer  
Councillor L. McNabb

**STAFF:** L. Murray, Risk & Parking Manager (Recording Secretary)  
A. Tucker, Director, Planning & Development  
M. Hutchinson, Economic Development Officer  
T. Davidson, Bylaws Supervisor, Bylaw Services

**OTHERS:** C. Curley, A. Mears and D. Anderson (Robbins Parking)

1. Call to Order:

The meeting was called to order by L. Murray at 12:10 p.m (no quorum as yet).

2. Introduction of Late Items:

- a) Add new Agenda Item 2A – Election of Chair of Parking Advisory Committee.
- b) Add under Agenda Item 10 (a) – Verbal request from MS Society requesting free parking at the City's Howard Johnson lot.
- c) Add under Agenda Item 11 (b) – Motion to proceed to In Camera Meeting.

*[B.McGuffie arrived at 12:15 pm to form quorum]*

2A. Election of Chair

B. McGuffie was elected, by acclamation, as Chair of the Committee and assumed conduct of the meeting.

3. Adoption of Revised Agenda:

It was moved by K. Shaw and seconded by S. Molchan that the Revised Agenda be adopted. The motion carried unanimously.

4. Adoption of Minutes:

It was moved by B.McGuffie and seconded by K. Shaw that the Minutes of the Parking Advisory Committee, City of Nanaimo, held in the Dodd Narrows Room, VICC, 101 Gordon Street, on Tuesday, 2008-OCT-08, be adopted as circulated. The motion carried unanimously.

5. Delegations:

None.

6. Chair's Report:

None.

7. Reports of Advisory Bodies:

None.

8. Staff Reports:

L. Murray presented a Staff Report relating to Interim Rate and Space Issues – City Off Street Lots, Fine Schedule, Bastion Parkade.

It was moved by S. Molchan, seconded by K. Shaw and unanimously carried that:

That the Parking Advisory Committee recommend that Council give first three readings to “BYLAW NO. 5000.037, A BYLAW TO AMEND THE CITY OF NANAIMO TRAFFIC AND HIGHWAYS BYLAW”, which appears under the Bylaw section of the Council Agenda for 2009-APR-20.

9. Information Only Items

L. Murray presented an information only, staff report regarding parking issues. There was a general discussion regarding the report items.

The Committee requested that staff provide additional information regarding the following items:

- a) Finance Dept staff to attend to review contents of the financial reports with the Committee, particularly the new members;
- b) Details regarding the use of parking reserve funds. Chair B.McGuffie indicated that one of the projects he would like to do this year is a review of the parking reserves.

- c) Opus will be conducting the public open house for the Parking Strategy on Wed, 2009-APR-22. The Members are welcome to attend the open house but are not required to do so.

It was moved by K. Shaw and seconded by R. Thurmeier that the report be accepted. The motion carried unanimously.

10. Consideration of Late Items/Other Business

- (a) L. Murray advised that a request was received from MS Society requesting free parking at the City's Howard Johnson lot for a fundraising walk event to be held on Sunday, 2009-APR-26. Staff has declined the request as it does not fit within Council's existing policy ie. the event must be sponsored by the City of Nanaimo, Tourism Nanaimo and DNPS and parking is offered at the Bastion Parkade. The Parking Advisory Committee discussed the request and indicated that it would take no position on the request as it related to a Council policy. The request will be referred to Council.

11. Next Meeting

- (a) The next regular meeting of the Parking Advisory Committee will be held at the City Hall Board Room, Nanaimo, BC on Tuesday, 2009-MAY-19, at 12:00 noon.
- (b) It was moved by K. Shaw, seconded R. Thurmeier and unanimously carried that the Committee proceed to the In Camera meeting.

12. Adjournment

It was moved by K. Shaw and seconded by B. McGuffie that the In Camera meeting be adjourned at 1:20 pm and that the Regular meeting be adjourned at 1:25 pm.

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**B. McGuffie, Chair**

/ljm  
G:\Parking\ParkingAdvisoryCommittee\DraftMinutes\2009-APR-15 Regular PAC

# CITY OF NANAIMO

## M E M O

TO: Al Kenning, Deputy City Manager  
Doug Holmes, General Manager, Corporate Services  
Brian Clemens, Director of Finance  
Lorrie Coates, Manager, Accounting Services  
Linda Murray, Manager, Regulation and Risk Management  
Ray Reimer, Manager, Revenue Services & Financial Systems  
Laura Mercer, Acting Assistant Manager, Revenue Services  
Chris Curley, Manager, Robbins Parking – Nanaimo

FROM: Wendy Fulla, Accountant

DATE: April 16, 2009

RE: March 2009 Parking

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Please find attached:

- Lot by Lot Recap to March 2009
- Lot by Lot Monthly Detail – March 2009 and 2008
- Comparison – Actual to Budget
- All Lots Totals for March 2009 and 2008
- Tickets Issued Summary

Notes:

**Conference**

**Centre:** Effective June 2008, the Conference Centre parking garage became operational.

**Bastion:** Net profit is up \$3,488 for the same period last year due an increase in parking revenue.

**Sundry:** Effective February 2008, the City of Nanaimo started leasing parking facilities from the Howard Johnson Hotel at a lease rate of \$4,000 per month. The net loss position improved by \$9,202 in March of this year due to a combination of repair costs of \$6,468 undertaken in March 2008 and the \$2,000 lease cost for February 2008 being processed in March 2008.

**CITY OF NANAIMO**  
**PARKING - LOT BY LOT ANALYSIS RECAP**  
**TO March 31, 2009**

	NET PROFIT (LOSS)		NET PROFIT (LOSS)	
	MARCH		YEAR TO DATE	
	2009	2008	To MARCH 31/09	To MARCH 31/08
Harbourfront Parkade	15,095	13,679	45,500	47,477
Bastion St Parkade	10,839	7,351	20,723	15,572
- Prior year budget funding	-	-	-	-
Wallace Comox	352	294	912	850
Wentworth Wallace	2,037	2,125	3,861	3,820
Conference Centre	(8,134)	-	(20,149)	-
Cavan	3,592	3,574	5,995	5,558
Civic Arena	(1)	270	296	662
Sundry - Off-street	(1,199)	(10,401)	(10,727)	(9,586)
On Street	7,261	6,450	15,762	16,677
Transfers -Uncollected ticket reserve (FA 0052)	368	(535)	5,126	599
<b>NET PARKING REVENUES</b>	<b>30,210</b>	<b>22,807</b>	<b>67,299</b>	<b>81,629</b>
Funding for:				
Parking Advisory	-	(122)	(1,025)	(293)
Debt - Harbourfront	(15,480)	(15,480)	(46,439)	(46,439)
Debt - Bastion Parkade				
Capital	(15,480)	(15,601)	(47,464)	(46,733)
<b>INCREASE (DRAWDOWN) OF RESERVE - FA 0053</b>	<b>\$ 14,730</b>	<b>\$ 7,206</b>	<b>\$ 19,835</b>	<b>\$ 34,896</b>
<b>GENERAL RESERVE BALANCE TO MARCH 31 (overdrawn)</b>			<b>\$ 403,679</b>	
<b>UNCOMMITTED FUNDS AT MARCH 31 (overdrawn)</b>			<b>\$ 264,361</b>	
<b>Debt - Budgeted</b>				
2009 Harbourfront Parkade Debt -Principal			\$ 94,470	
2009 Harbourfront Parkade Debt- Interest			\$ 91,288	
Total debt payments for 2009			<u>\$ 185,758</u>	
<b>Debt - Budgeted</b>				
2009 Parcel tax for Bastion Parkade debt			\$ 62,467	
2009 Debt repayment			\$ 130,345	
Net debt repayment from reserve			<u>\$ 67,878</u>	
<b>Operating Projects- Budgeted</b>			Budgeted	Actual
			\$ -	\$ -
			-	-
<b>Total operating projects budgeted in 2009</b>			<u>\$ -</u>	<u>\$ -</u>

CITY OF NANAIMO - LOT BY LOT ANALYSIS - MONTHLY  
MONTH OF MARCH

	CONFERENCE CENTRE 1374		HARBOURFRONT PARKADE 6115		BASTION PARKADE 6119		WALLACE COMOX 6125		WENTWORTH WALLACE 6123	
	2009	2008	2009	2008	2009	2008	2009	2008	2009	2008
<b>REVENUE</b>										
Violations	175.00	-	525.00	504.50	975.00	1,393.00	-	-	37.50	37.50
Parking-by-law tickets	-	-	-	-	-	-	-	-	-	-
Net violation revenue	175.00	-	525.00	504.50	975.00	1,393.00	-	-	37.50	37.50
<b>OTHER REVENUE</b>										
Parking Fees	3,714.07	-	20,509.40	17,372.22	10,833.09	9,151.80	-	-	1,643.22	1,066.36
Parking Permits	-	-	10,003.81	18,219.74	8,059.08	6,272.99	431.64	432.92	1,658.01	1,973.68
Other revenues	-	-	-	-	-	-	-	-	-	-
Total other revenues	3,714.07	-	30,513.21	35,591.96	18,892.17	15,424.79	431.64	432.92	3,301.23	3,040.04
<b>Total revenues</b>	<b>3,889.07</b>	<b>-</b>	<b>31,038.21</b>	<b>36,096.46</b>	<b>19,867.17</b>	<b>16,817.79</b>	<b>431.64</b>	<b>432.92</b>	<b>3,338.73</b>	<b>3,077.54</b>
<b>EXPENSES</b>										
Wages	-	-	-	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	-	-	-	-	-
Collection services	-	-	-	-	-	-	-	-	-	-
Contracts	955.51	-	7,716.42	8,954.04	4,872.82	4,216.94	108.07	107.16	832.01	763.19
Legal fees	-	-	-	-	-	-	-	-	-	-
Security services	4,790.53	-	-	-	-	-	-	-	-	-
Patrollers' wages	370.13	-	1,110.40	705.16	2,062.18	1,947.03	-	-	79.31	52.41
Property taxes	-	-	-	-	-	-	-	-	-	-
Repairs and maintenance	2,391.81	-	2,549.29	3,472.98	633.41	2,306.28	-	-	210.00	-
Utilities and phone	3,321.92	-	3,508.44	6,623.08	770.20	-	-	-	6.93	-
Postage/Stationary	-	-	-	-	-	-	-	-	-	-
Property Rental	-	-	-	-	-	-	-	-	-	-
Discounts	-	-	-	-	-	-	-	-	-	-
Transfer of funds	-	-	-	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-	-	-	-
Internal support	193.25	-	1,059.13	2,661.74	689.99	996.78	(28.73)	31.55	173.08	137.03
<b>Total expenses</b>	<b>12,023.15</b>	<b>-</b>	<b>15,943.68</b>	<b>22,417.00</b>	<b>9,028.60</b>	<b>9,467.03</b>	<b>79.34</b>	<b>138.71</b>	<b>1,301.33</b>	<b>952.63</b>
<b>Net profit(deficit)</b>	<b>(8,134.08)</b>	<b>-</b>	<b>15,094.53</b>	<b>13,679.46</b>	<b>10,838.57</b>	<b>7,350.76</b>	<b>352.30</b>	<b>294.21</b>	<b>2,037.40</b>	<b>2,124.91</b>

**CITY OF NANAIMO - LOT BY LOT ANALYSIS - MONTHLY  
MONTH OF MARCH**

	CAVAN STREET 6122		CIVIC ARENA 6129		SUNDRY OFF STREET 6127		ON STREET 6105 / 6110 / 6112	
	2009	2008	2009	2008	2009	2008	2009	2008
<b>REVENUE</b>								
Violations	40.50	70.00	-	-	7.50	-	9,272.30	8,265.29
Parking-by-law tickets							1,750.00	1,435.00
Net violation revenue	40.50	70.00	-	-	7.50	-	11,022.30	9,700.29
<b>OTHER REVENUE</b>								
Parking Fees	2,003.65	1,825.67	-	(330.32)	189.68		15,683.63	12,169.66
Parking Permits	3,758.67	3,244.21	-	723.99	1,723.98	692.90	30.00	-
Other revenues					400.00	400.00	50.00	430.00
Total other revenues	5,762.32	5,069.88	-	393.67	2,313.66	1,092.90	15,763.63	12,599.66
<b>Total revenues</b>	<b>5,802.82</b>	<b>5,139.88</b>	<b>-</b>	<b>393.67</b>	<b>2,321.16</b>	<b>1,092.90</b>	<b>26,785.93</b>	<b>22,299.95</b>
<b>EXPENSES</b>								
Wages	-	-				4,119.90	693.09	158.28
Advertising							159.21	88.63
Collection services							454.17	83.33
Contracts	1,448.63	1,274.92	-	97.44	480.23	171.50	5,295.08	5,475.96
Legal fees						66.88	-	-
Security services					(1,450.00)			
Patrollers' wages	85.66	97.84	-	-	15.86		11,170.67	8,407.33
Property taxes								
Repairs and maintenance	420.00	7.82	-	-	370.00	2,348.20	743.71	410.88
Utilities and phone	37.98		-	-	13.92		122.32	
Postage/Stationary			-	-				
Property Rental			-	-	4,000.00	6,000.00	180.00	110.00
Discounts			-	-				
Transfer of funds			-	-				
Bad Debts								
Internal support/charges	218.55	185.09	1.45	26.29	90.52	(1,212.70)	706.48	1,115.31
<b>Total expenses</b>	<b>2,210.82</b>	<b>1,565.67</b>	<b>1.45</b>	<b>123.73</b>	<b>3,520.53</b>	<b>11,493.78</b>	<b>19,524.73</b>	<b>15,849.72</b>
<b>Net profit (deficit)</b>	<b>3,592.00</b>	<b>3,574.21</b>	<b>(1.45)</b>	<b>269.94</b>	<b>(1,199.37)</b>	<b>(10,400.88)</b>	<b>7,261.20</b>	<b>6,450.23</b>

<b>CITY OF NANAIMO</b>				
<b>PERCENTAGES - ACTUAL TO BUDGET</b>				
	<b>ANNUAL BUDGET</b>	<b>YTD % to Budget</b>	<b>TOTALS ALL LOTS</b>	
			<b>YEAR TO DATE - MARCH</b>	
	<b>2009</b>	<b>2009</b>	<b>2009</b>	<b>2008</b>
<b>REVENUE</b>				
Violations	261,100	14%	35,809	36,947
Parking-bylaw tickets	35,000	13%	4,720	5,365
Net violation revenue	296,100	14%	40,529	42,312
<b>OTHER REVENUE</b>				
Parking Fees	724,000	20%	142,760	130,252
Parking Permits	366,950	23%	86,199	82,800
Other revenues	8,800	21%	1,870	3,030
Total other revenues	1,099,750	21%	230,829	216,082
<b>Total revenues</b>	<b>1,395,850</b>	<b>19%</b>	<b>271,358</b>	<b>258,394</b>
<b>EXPENSES</b>				
Wages	5,300	104%	5,521	6,442
Advertising	1,500	15%	221	229
Collection services	2,000	32%	641	316
Contracts	472,000	13%	60,193	63,985
Legal fees	5,700	0%		1,233
Patrollers' wages	143,600	49%	69,865	49,179
Property taxes	1,400	0%		
Property rental	48,000	0%	12,000	6,000
Repairs and maintenance	197,325	18%	35,091	28,724
Prior year's budget funding	-	0%		
Utilities and phone	53,550	28%	14,754	8,068
Postage/Stationary	7,116	3%	197	2,994
Discounts	1,370	28%	390	363
Transfer of funds	-	0%		
Bad debts expense	116,100	0%		
Internal support	37,593	27%	10,312	9,831
<b>Total expenses</b>	<b>1,092,554</b>	<b>19%</b>	<b>209,185</b>	<b>177,364</b>
Uncollected parking reserve	-		5,126	599
<b>Net profit(deficit)</b>	<b>303,296</b>	<b>22%</b>	<b>67,299</b>	<b>81,629</b>

Prepared by: Wendy Fulla  
17/04/2009 10:08 AM

<b>CITY OF NANAIMO</b>		
<b>PARKING INFORMATION</b>		
	<b>TOTALS</b>	
	<b>ALL LOTS</b>	
	<b>MARCH</b>	
	<b>2009</b>	<b>2008</b>
<b>REVENUE</b>		
Violations	11,033	10,270
Parking-bylaw tickets	1,750	1,435
Net violation revenue	12,783	11,705
<b>OTHER REVENUE</b>		
Parking Fees	54,577	41,255
Parking Permits	25,665	31,560
Other revenues	450	830
Total other revenues	80,692	73,645
<b>Total revenues</b>	<b>93,475</b>	<b>85,350</b>
<b>EXPENSES</b>		
Wages	693	4,278
Advertising	159	89
Collection services	454	83
Contracts	21,709	21,061
Legal fees	-	67
Security services	3,341	-
Patrollers' wages	14,894	11,210
Property rental	4,000	6,000
Property taxes	-	-
Repairs and maintenance	7,318	8,546
Utilities and phone	7,659	6,623
Postage/Stationary	122	-
Discounts	180	110
Transfer of funds	-	-
Bad Debts	-	-
Internal support	3,104	3,941
<b>Total expenses</b>	<b>63,633</b>	<b>62,008</b>
Uncollected parking reserve	368	(535)
<b>Net profit(deficit)</b>	<b>30,210</b>	<b>22,807</b>

Prepared by: Wendy Fulla  
17/04/2009 10:07 AM

**CITY OF NANAIMO  
TICKETS ISSUED SUMMARY  
(Less Voids and Write Offs)**

	2009 (Robbins)	2008 (Robbins)	2007 (Robbins)	2006 (Robbins)	2005 Note 1	2004 (Commiss.)	2003 (Robbins)	2002 (Robbins)	2001 (Robbins)	2000 (Robbins)	1999 (Robbins)	1998 (Robbins)	1997 (Commissionaires)	1996 (Commissionaires)
Jan	1,154	1,466	1,109	1,148	830	898	955	1,270	1,162	1,266	1,426	1,878	1,189	1,431
Feb	873	1,239	1,149	1,099	908	992	848	1,341	969	1,388	1,364	2,036	1,068	1,498
Mar	1,087	1,005	1,356	1,281	771	1,083	792	1,318	1,170	1,373	1,595	2,057	1,003	1,637
Apr		1,145	1,173	1,081	720	955	803	1,307	1,124	1,278	1,139	1,427	941	1,512
May		1,355	1,190	1,154	1,121	896	945	1,227	1,298	1,241	1,305	1,520	1,209	1,152
Jun		1,391	1,173	921	1,128	953	877	1,122	1,448	1,325	1,857	1,918	1,190	1,036
Jul		1,384	1,243	860	1,182	858	912	1,067	1,323	1,251	1,708	1,703	1,234	1,052
Aug		1,291	1,439	1,014	1,216	808	998	1,018	1,230	1,093	1,412	1,321	1,009	1,082
Sep		1,155	1,386	1,119	1,289	893	1,157	833	1,281	1,185	1,657	1,417	1,210	1,143
Oct		1,471	1,546	1,089	1,159	751	1,293	1,277	1,424	1,186	1,429	1,606	1,320	1,265
Nov		1,299	1,598	1,070	1,246	860	993	1,073	1,546	1,263	1,437	1,432	1,136	1,102
Dec		838	1,176	1,157	1,174	836	797	1,034	1,190	926	1,189	1,432	977	409
<b>Total</b>	<b>3,114</b>	<b>15,039</b>	<b>15,538</b>	<b>12,993</b>	<b>12,744</b>	<b>10,783</b>	<b>11,370</b>	<b>13,887</b>	<b>15,165</b>	<b>14,775</b>	<b>17,518</b>	<b>19,747</b>	<b>13,486</b>	<b>14,319</b>

Note 1: Jan - Apr - Commissionaires  
May - Dec - Robbins's