

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,
ON WEDNESDAY, 2008-FEB-06, COMMENCING AT 12:00 P.M.

1. **Call to Order:**

2. **Introduction of Late Items:**

- (a) Introduction of the new, temporary Tourism Nanaimo representative, Cathy Dyck.

3. **Adoption of Agenda:**

4. **Adoption of Minutes:**

- (a) Minutes of the Parking Advisory Committee, City of Nanaimo, held in the City Hall Board Room, 455 Wallace Street, Nanaimo, on Wednesday, 2007-NOV-28, at 12:00 p.m. *Pg. 2-5*

5. **Delegations:**

6. **Chair's Report:**

7. **Reports of Advisory Bodies:**

- (a) Robbins Parking Report
(b) RCMP

8. **Staff Reports:**

9. **Information Only Items:**

- (a) Parking Asset and Issues Update (Linda Murray) *Pg. 6-14*

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 Wednesday, 2008-FEB-27, at 12:00 noon.

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, 2007-NOV-28, COMMENCING AT 12:00 NOON

PRESENT: Committee Member (Chair) B. McAuley
Committee Member D. Klein
Committee Member E. Garner
Committee Member B. McGuffie
Committee Member M. Hynes
Committee Member D. Covey

ABSENT: Councillor L. McNabb
Committee Member M. Briggs

STAFF: L. Murray, Risk Manager and Parking Manager
S. Gurrie, Steno Risk Management (Recording Secretary)
T. Margueratt, Property Agent, Property Services

OTHERS: C. Curley, Robbins Parking
A. Mears, Robbins Parking
D. Mechalchuk, No Go No Tow

1. **Call to Order:**

The meeting was called to order at 12:05 p.m.

2. **Introduction of Late Items:**

None.

3. **Adoption of Agenda:**

It was moved by B. McGuffie and seconded by E. Garner that the Agenda be adopted as circulated. The motion carried unanimously.

4. **Adoption of Minutes:**

It was moved by D. Klein and seconded by E. Garner that the Minutes of the Parking Advisory Committee, City of Nanaimo, held in the City Hall Boardroom, 455 Wallace Street, Nanaimo, on Wednesday, 2007-OCT-31, be adopted as circulated. The motion carried unanimously.

5. **Delegations:**

None.

6. **Chair's Report:**

None.

7. Robbins Parking Report:

Mr. Curley and Mr. Mears attended the meeting on behalf of Robbins Parking. Mr. Curley introduced Mr. Mechalchuk of "**NO GO NO TOW**" towing alternatives, located in Courtenay, British Columbia, and is the manufacturer of the product. Mr. Mechalchuk provided samples of notices, violation tickets, and contracts and gave the Committee an oral presentation on No Go No Tow, making the following points:

- a. No Go No Tow is an alternative form of towing. Instead of towing the vehicle, a clamp is attached to the vehicle's tire allowing the vehicle to remain in its original location. Mr. Mechalchuk informed the Committee that it is a more cost effective, efficient, and convenient alternative to towing, with release prices always less than towing and site visits estimated at approximately \$5.00 per visit;
- b. Mr. Mechalchuk reviewed with the Committee how the system works and the usual contract terms. Random patrols or specific calls are possible and can pick up 2 plates per second to see if there are past violations and if so, whether a clamp is to be put in place. If a clamp is to be placed on the vehicle there are large notices (8 1/2x11) printed and glued to the driver's window after a 5 minute grace period. The clamp is then applied and if the vehicle owner calls the number on the notice, response time is 20 minutes to be back to remove the clamp if payment is received. Mr. Mechalchuk also advised the Committee that there is also a contract in instances where the vehicle owner cannot pay (which occurs in approximately 2 - 5% of the cases), but that at least 70% of contracts pay; and
- c. Mr. Mechalchuk advised the Committee that the No Go No Tow system does not replace towing entirely. Towing would still be required in the instances of safety and when removal of the vehicle is necessary. No Go No Tow is used for enforcement issues, not safety issues. If the City of Nanaimo were to acquire this service through No Go No Tow, it would be implemented through the Robbins Parking Contract.

It was moved by B. McGuffie and seconded by M. Hynes that Mr. Mechalchuk's presentation be received. The motion carried unanimously.

8. Staff Reports:

None.

9. Information Only Items

(a) Parking Asset Inventory and Issues Update (L. Murray)

Ms. Murray delivered an oral information only staff report regarding parking issues. There was a general discussion regarding the report items. In particular, the following items were noted:

1. Ms. Murray updated the Committee on the RFP tender document that has now been finalized and will be published shortly. Ms. Murray said that the timeframes for completion of the project have been pushed back about a month. Ms. Murray informed the Committee that they will see the report from the consultant at the draft stage.
2. Ms. Murray provided the Committee with an update on the Coastal Community Credit Union Parkade Agreement, advising that an increase in their rates has been included in their agreement, which had not been taking place on a regular schedule, but is now up to date.
3. Ms. Murray updated the Committee regarding the License Agreement has been signed between VIA Rail and the City of Nanaimo for the temporary operation of passenger train service from the Prideaux Street parking lot. Ms. Murray let the Committee know that the Britco trailer is now in service with Hydro services, etc. and is now available to the public. Ms. Murray gave appreciation to Trudi Margueratt from Property Services for her help with the licence agreement.
4. Construction affecting parking: Ms. Murray provided an update to the Committee regarding the commencement of construction and some of the issues that have arisen with the BC Ferries expansion project, the Port of Nanaimo Centre, the Federal Building and other sites of interest and concern. Ms. Murray advised the Committee that our parking inventory is down to 1/4 of a lot due to the construction equipment and activity going on in the BC Ferries vicinity, and the construction that continues on with the Port of Nanaimo Centre and other non-City related issues has caused an even greater shortage of parking, especially in the downtown area. Ms. Murray reported to the Committee that the option to lease the parking lot at the Howard Johnson Hotel has been approved by Senior Management, and currently she, with Ms. Margueratt are in negotiations for the space. Ms. Murray also advised that the TELUS lot is still a possibility that will be looked into as well, and the City of Nanaimo will try to acquire the lease back from the Port Authority, though the prospect is unlikely. Ms. Murray also asked the Committee for input with the Rideau Street parking lot in regards to ticket meters, pay parking, etc. to accommodate downtown patrons better, yet keeping in mind the RDN Transit uses the area as well as VIA Rail. Ms. Murray will include a report for the next Committee meeting to lay out the options.
5. Ms. Murray provided the Committee with an update regarding other parking issues involving City of Nanaimo Staff. She conveyed to the Committee that Staff will no longer be parking in front of City Hall or the Annex Building and will no longer be taking up valuable meter spots intended for the taxpayers. Ms. Murray informed the Committee she is working with Senior Management to implement new parking plans for City of Nanaimo Staff that will take place in the next year, with some changes taking effect before the Parking Strategy and the rest implemented with the use of the Parking Strategy.

It was moved by D. Klein and seconded by B. McGuffie that Ms. Murray's report be received. The motion carried unanimously.

10. Consideration of Late Items/Other Business

None.

11. Next Meeting

The next regular meeting of the Parking Advisory Committee is to be announced, with a possible Christmas luncheon on Wednesday, 2007-DEC-19, at 12:00 noon.

12. Adjournment

It was moved by E. Garner and seconded by B. McAuley that the meeting be adjourned at 1:25 p.m. The motion carried unanimously.

B. MCAULEY
CHAIR

G:\Parking\ParkingAdvisoryCommittee\DraftMinutes\2007-NOV-28

STAFF REPORT

TO THE PARKING ADVISORY COMMITTEE

FROM: Linda J. Murray, Risk Manager and Parking Manager

RE: Parking Asset and Issues Update

STAFF'S RECOMMENDATION:

That the Parking Advisory Committee receive the Report.

STAFF'S REPORT:

Staff has compiled up-dated financial information, asset inventory, and a list of significant events relating to parking matters which have occurred since the date of the last Parking Advisory Committee meeting.

Copies of the following documents are attached to this report:

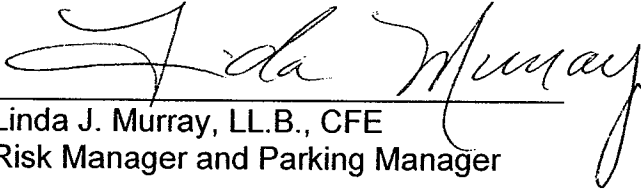
1. Monthly financial report.

Significant events since the last meeting include:

1. **Parking Strategy.** The tender process has been completed and the contract has been awarded. We are still in the process of finalizing the contract and a news release will be issued shortly.
2. **Prideaux Parking Lot Report.** At its last regular meeting, the PAC requested that staff prepare a report regarding issues and competing user group issues. Staff is still completing the necessary research to complete the report as soon as possible.
3. **Construction schedule and parking facilities.** There are a number of major construction projects commencing in the downtown core. Many of these projects will require the removal of meters, the relocation of handicapped parking and loading zones and additional parking for construction and service vehicles. The City has completed negotiations on the lease of an additional parking facility located close to the downtown core for use by construction vehicles and others requiring access to downtown. Staff will continue to monitor the projects to balance the interests of all user groups.
4. **Port of Nanaimo Centre and Parkade.** Substantial completion for the project is tentatively set for April 2008, with the first conference scheduled for June 2008. Meetings are being held among City staff and stakeholders to review parkade and street parking issues and security initiatives.
5. **Bastion Parkade Damage.** On January 24, 2008, a service truck owned by a recycling company backed into the overhead steel sign structure on the Skinner Street entrance, taking down the structure and causing substantial damage. The driver then left the scene but was later apprehended. Reports have been filed with the RCMP and ICBC and Robbins Parking has cordoned off the broken sign and will be obtaining estimates to fix the sign.
6. **BC Ferries.** Construction is ongoing and there is no further news on the status of the purchase of the City's Brechin lot at this time. Staff will continue to monitor the situation and report back.

- 7. Canadian Parking Association.** Staff has joined the Vancouver Island Chapter of the Canadian Parking Association, which recently met in Nanaimo. The group includes representatives from several municipalities, private companies, and contractors (including Robbins Parking) specializing in parking management. The annual Canadian conference will be held in Victoria in October 2008.

Respectfully submitted,



Linda J. Murray, LL.B., CFE
Risk Manager and Parking Manager

2008-FEB-06

PAC 2008-FEB-06 Regular Meeting
G:\ParkingAdvisoryCommittee\Reports\2008-Feb-06 Regular – Parking Assets & Issues

**TO: DOUG HOLMES, General Manager, Corporate Services
BRIAN CLEMENS, Director of Finance
LORRIE COATES, Manager, Accounting Services
LINDA MURRAY, Manager, Regulation & Risk Management
RAY REIMER, Manager, Revenue Services & Financial Systems
CHRIS CURLEY, Manager, Robbins Parking – Nanaimo**

FROM: LINDY WATTS

RE: 2007 PARKING OPERATIONS

Please find attached:

PARKING OPERATIONS SUMMARY

PARKING OPERATIONS EXPENDITURES

RECAP OF REVENUES

REVENUE BUDGET

RECAP OF PARKING EXPENDITURES

EXPENDITURES BUDGET

CITY OF NANAIMO
PARKING OPERATIONS SUMMARY
For the year ending December 31, 2007

	REVENUES		EXPENDITURES (see attached for details)		PROFIT AVAILABLE FOR PARKING RESERVES	
	2007 Budget	2007 Actual	2007 Budget	2007 Actual	2007 Budget	2007 Actual
On Street-meters, tickets rentals	294,500	403,029	291,257	346,243	3,243	56,786
Harbourfront	325,000	392,237	405,330	378,363	(80,330)	13,874
Bastion Street	199,500	200,334	253,943	229,437	(54,443)	(29,103)
Cavan Street	41,000	57,305	15,991	23,690	25,009	33,615
Wallace/Wentworth	31,000	34,393	11,927	12,096	19,073	22,297
Comox/Wallace	2,050	4,183	1,139	1,312	911	2,871
Sundry	6,150	92,207	4,161	33,064	1,989	59,143
Civic Arena	12,500	12,443	4,819	3,958	7,681	8,485
TOTAL	911,700	1,196,131	988,567	1,028,163	(76,867)	167,968
		1,050,174	999,331			50,843

* includes security costs for all on and off street parking locations

**CITY OF NANAIMO
RECAP OF REVENUES
2007**

SAP	6115 Harbourfront	6119 Bastion	6122 Cavan	6105 Metered	6110/6112 Metered	6123 Wal/Wen	6125 Comox	6127 Sundry	6129 Civic	
143200 Parking Fees	190,086.53	118,285.10	15,495.89	154,262.12		10,124.36		81,690.96	12,235.31	582,180.27
143300 Permits	184,220.44	54,553.10	40,361.46	1,043.72		23,748.88	4,137.97	9,455.68		317,521.25
143400 Hood rent	0.00			3,505.00						3,505.00
143500 Taxi stand								1,000.00		1,000.00
153200 Rentals										-
273000 Discounts										-
152000 Fines				567.50						567.50
152100 Tickets	17,929.63	27,495.98	1,447.68	209,272.06	34,378.95	520.00	45.00	60.00	207.50	291,356.80
Reserve cont										-
159300 Misc.recov										-
Special levy										-
Prov/Fed Grt										-
TOTAL	392,236.60	200,334.18	57,305.03	368,650.40	34,378.95	34,393.24	4,182.97	92,206.64	12,442.81	1,196,130.82

403,029.35

**CITY OF NANAIMO
REVENUES BUDGET
2007**

	3132	3135	3141	3111	3145	3147	3149	3151	Total
SFG	10243	10246	10247	6105	10248	10249	10250	10251	
SAP	6115	6119	6122	6105	6123	6125	6127	6129	
SAP #2	Harbourfront	Bastion	Cavan	Metered	Wai/Wen	Comox	Sundry	Civic	
143200 Parking Fees	160,000.00	95,000.00	12,000.00	110,000.00	7,500.00		0.00	12,000.00	396,500.00
143400 Hood rent				4,000.00					4,000.00
143300 Permits	150,000.00	42,000.00	28,000.00	500.00	23,000.00	2,000.00	6,000.00	100.00	251,600.00
153200 Rentals									
143500 Taxi stand									
273000 Discounts									
Transit									
152100 Tickets	15,000.00	15,000.00	1,000.00	140,000.00	500.00	50.00	150.00	400.00	212,100.00
Reserve cont									
159300 Misc.recov		47,500.00							47,500.00
Special levy									
Prov/Fed Grt									
TOTAL	325,000.00	199,500.00	41,000.00	254,500.00	31,000.00	2,050.00	6,150.00	12,500.00	911,700.00

294,500.00

9560
9563
9566
9610
9590
6340
9594

CITY OF NANAIMO
 RECAP OF PARKING EXPENDITURES
 2007

	6115 Harbourfront	6119 Bastion	6122 Cavan	6105 Metered	6110/6112 Metered	6123 Wal/Wen	6125 Comox	6127 Sundry	6129 Civic	
211000 wages										
212000 wages										
214000 wages										
610000 Labour		179.14	179.14	963.45	2,582.03	70.99			3,974.75	
611000 Temp Labour		116.67	116.67			28.77		1.05	263.16	
<i>subtotal</i>	0.00	295.81	295.81	963.45	2,582.03	99.76	0.00	1.05	4,237.91	
220040 collection se.				2,466.82					2,466.82	
241100 Advertising	1,166.80			812.21					1,979.01	
241200 Freight				210.00	588.11				798.11	
241400 Printing & Gr								1,114.94	1,114.94	
242100 security	30,183.72	24,576.90		1,200.00					55,960.62	
252300 telephone	1,314.30								1,314.30	
265300 OT meal allow									-	
265700 hospitality									-	
265800 Memberships				120.00					-	
265900 Travel									-	
266100 Stationery									-	
266130 Postage									-	
266140 Forms									-	
271000 Bank Chgs	1,694.88			7.80					1,694.88	
273000 Discounts					1,593.00				1,593.00	
277000 tsf of funds									-	
278000 bad debts	7,169.72	10,995.13	578.90	84,016.89	12,125.00				114,885.64	
291200 Int. Support	22,181.35	4,250.21	3,734.98	6,309.47		2,477.52	318.97	6,712.99	46,928.26	
c/c 6100 - Parking comm								1,275.00		
comp chrg										
<i>subtotal</i>	63,710.77	39,822.24	4,313.88	95,143.19	14,306.11	2,477.52	318.97	9,102.93	230,138.38	
eng service										
220010 Contract	90,650.00	44,612.94	13,440.72	205,074.28	(50.52)	8,111.64	993.22	21,494.44	387,192.22	
230010 legal fees		1,350.57							1,350.57	
242200 Towing										
242300 Licences/Perm	182.00									
242600 meter rent										
251100 Building RM										
251200 R & M	19,914.90	67,123.92	4,532.52	2,814.78	9,090.04	1,090.00		2,116.93	106,832.58	
251300 Equip. R&M										
261000 Materials	677.88	476.88	57.87	5,969.71	9,823.62	25.26			17,031.22	
266210 Auto Repair Parts					400.51					
266600 small equip										
291500 trucks		17.85	17.85	114.95	11.95	12.75				
620000 Fleet									175.35	
credit cd chg										
<i>subtotal</i>	111,424.78	113,582.16	18,048.96	213,973.72	19,275.60	9,239.65	993.22	23,611.37	3,014.99	
252500 utilities	17,066.91	8,038.05	447.67			83.84		154.72	25,791.19	
242400 prop tax	194.60	194.60	583.80			194.60			1,362.20	
252600 user rates	207.47	149.37								
<i>subtotal</i>	17,468.98	8,382.02	1,031.47	0.00	0.00	278.44	0.00	349.32	356.84	
Total	192,604.53	162,082.23	23,690.12	310,080.36	36,163.74	12,095.37	1,312.19	33,064.67	3,957.76	775,050.97
Revenue	392,236.60	200,334.18	57,305.03	368,650.40	34,378.95	34,393.24	4,182.97	92,206.64	12,442.81	1,196,130.82
Net Profit	199,632.07	38,251.95	33,614.91	58,570.04	(1,784.79)	22,297.87	2,870.78	59,141.97	8,485.05	421,079.85

CITY OF NANAIMO
EXPENDITURES BUDGET
2007

	6115 Harbourfront	6119 Bastion	6122 Cavan	6105 Metered	6110/6112 Metered	6123 Wal/Wen	6125 Comox	6127 Sundry	6129 Civic	Total
211000 wages										0.00
212000 wages										0.00
214000 wages										0.00
611000 Temp Labour			200.04		100.04					0.00
610000 Labour			200.04		3,800.04					100.04
<i>subtotal</i>	0.00	0.00	200.04	0.00	3,900.08	0.00	0.00	0.00	0.00	4,000.08
265800 Memberships										4,100.12
241100 Advertising	100.00			500.00						0.00
220040 collection se.				2,000.00						600.00
241200 Courier				1,000.00	499.92					2,000.00
241400 Printing	62,374.00	52,374.00		200.00						499.92
242100 security										1,000.00
242200 Towing										114,748.00
252300 telephone										200.00
266130 Postage				100.00						0.00
241200 Freight										0.00
266140 Forms										100.00
266100 Stationery										0.00
273000 Discounts										0.00
277000 tsf of funds				3,200.00						3,200.00
278000 bad debts	6,750.00	6,750.00	450.00			225.00			180.00	0.00
291200 Int. Support	11,714.00	1,435.00	2,779.00		18,000.00	2,119.00	96.00	332.00	853.00	95,355.00
291300 comp chrg										19,328.00
c/c 6100 Pkg Comm.										0.00
<i>subtotal</i>	80,938.00	60,559.00	3,229.00	66,800.00	21,699.92	2,344.00	96.00	1,000.00	1,033.00	1,000.00
eng service										238,030.92
220010 Contract	84,184.00	37,204.00	10,862.00	189,607.00	150.00	8,283.00	543.00	1,629.00	3,286.00	335,748.00
230010 legal fees		500.00								500.00
242600 meter rent										0.00
251200 R & M	30,000.00	80,000.00	500.00		4,000.00	1,000.00	500.00	750.00	250.00	116,500.00
266100 Materials	500.00				5,000.00			100.00		6,350.00
266140 Printed Forms	1,500.00									1,500.00
266600 small equip										0.00
271000 credit cd chg										0.00
291400 Mthly Fleet chg										0.00
291500 trucks										0.00
620000 Fleet										0.00
<i>subtotal</i>	116,184.00	117,704.00	100.00	189,607.00	100.00	9,283.00	1,043.00	2,479.00	3,786.00	200.00
242400 prop tax	200.00	200.00	11,462.00	599.96	9,250.00			200.00		460,798.00
252500 utilities	22,000.00	8,000.00	500.00			200.00		150.00		1,399.96
252600 user rates	250.00	125.00				100.00				30,750.00
<i>subtotal</i>	22,450.00	8,325.00	1,099.96	0.00	0.00	300.00	0.00	350.00	0.00	375.00
Total	219,572.00	186,588.00	15,991.00	256,407.00	34,850.00	11,927.00	1,139.00	4,161.00	4,819.00	735,454.00
Debt Payments	185,758.00	67,355.00								253,113.00
	405,330.00	253,943.00								988,567.00
Revenue	325,000.00	199,500.00	41,000.00	254,500.00	40,000.00	31,000.00	2,050.00	6,150.00	12,500.00	911,700.00
Net Profit	(80,330.00)	(54,443.00)	25,009.00	(1,907.00)	5,150.00	19,073.00	911.00	1,989.00	7,681.00	(76,867.00)