

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, 2007-OCT-31, COMMENCING AT 12:00 P.M.

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 City Hall Board Room, 455 Wallace Street, Nanaimo, on Wednesday, 2007-SEP-26, at 12:00 p.m. *Pg. 2-4*

5. **Delegations:**

6. **Chair's Report:**

7. **Robbins Parking Report:**

8. **Staff Reports:**

9. **Information Only Items:**

- (a) Parking Asset and Issues Update (Linda Murray) *Pg. 5-9*

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, 2007-NOV-28, 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-SEP-26, COMMENCING AT 12:00 NOON

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

ABSENT: Committee Member D. Klein
Councillor L. McNabb

STAFF: L. Murray, Risk Manager and Parking Manager
S. Gurrie, Steno Risk Management (Recording Secretary)
T. Davidson, Bylaw Enforcement Officer
B. Clemens, Director of Finance
B. Anderson, Manager, Community Planning

OTHERS: C. Curley, Robbins Parking
A. Mears, Robbins Parking
T. Mayhofer, Coast Bastion Inn

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 D. Covey that the Agenda be adopted as circulated. The motion carried unanimously.

4. Adoption of Minutes:

It was moved by D. Covey and seconded by M. Briggs that the Minutes of the Parking Advisory Committee, City of Nanaimo, held in the City Hall Boardroom, 455 Wallace Street, Nanaimo, on Wednesday, 2007-Aug-29, 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 presented an oral information only report regarding new PCI compliance standards for security and storage of credit card information for the new parking equipment, which has innovative capabilities and wireless programs.

Mr. Curley advised the Committee that:

- a. BC Ferries has upgraded to the new parking equipment and has had compliments and few complaints to date;
- b. potential savings of 4% to 7% are anticipated due to less work, time and expense in recovering lost revenue from bad cards, rejects, resubmits, and fraud;
- c. the meters in the Harbour Front parkade will be upgraded to the new equipment as part of a test group involving Robbins Parking clients. The new equipment will also be installed in the Port of Nanaimo Centre parkade next year. Depending upon feedback and the outcome of the Parking Strategy Study the new equipment could be used throughout the City and eventually networked; and
- d. costs to the City of Nanaimo are approximately the same with a slight increase in the monthly expense contract with Robbins Parking as the City would lease the equipment from Robbins Parking, as is currently done.

It was moved by M. Briggs and seconded by M. Hynes that Mr. Curley's report be received. The motion carried unanimously

8. Staff Reports:

None.

9. Information Only Items

- (a) B. Clemens attended the meeting on behalf of the City of Nanaimo's Finance Department, and there was no discussion or questions for Mr. Clemens. Ms. Murray advised the Committee that Laura Gilson of the Finance Department was currently revising the monthly financial reports which will include one page of financial information and one or two pages for notes.

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

Ms. Murray delivered staff's report regarding parking issues. There was a general discussion regarding the report items. In particular, the following items were noted:

1. Bylaw 5000.034 regarding parkade rate increases and the Parking Strategy Study recommendations were adopted by Council on September 10, 2007.

Bylaw 5000.034 received three readings on September 17, 2007, and will be adopted by Council on October 15, 2007. Rate increase notices (one month and three month, depending upon the contract) will be sent to monthly parkers.

2. The draft of the RFP for the Parking Strategy Study has been completed and Ms. Murray asked the Committee for any final comments on the draft. The RFP will go ahead to the Purchasing Department for approval and formal tender shortly. The Committee discussed the nature of issues to be reviewed as well as the project timelines.
3. Ms. Murray provided the Committee with a security update on the clean up of the parking lots at 300 Comox Street and Cavan Street.
4. Ms. Murray updated the Committee on discussions with the Howard Johnsons Hotel and TELUS regarding additional parking facilities.
5. Ms. Murray updated the Committee on the Footprints security zones and budget. Security zone 1 has been operating since July 2007 and is already being paid from the parking budget. Zone 2 coverage is now in effect and Zone 3 coverage is expected to follow shortly and additional contributions from the parking budget may be required to cover part of those costs.

It was moved by E. Garner and seconded by M. Hynes 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 will be held in the City Hall Board Room, 455 Wallace Street, Nanaimo, BC on Wednesday, 2007-OCT-31, at 12:00 noon.

12. Adjournment

B. McAuley made the motion to go In Camera at 1:00 p.m. The motion carried unanimously.

B. MCAULEY
CHAIR

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. **Parkade Rate Increase.** Bylaw 5000.034 to increase parkade rates was approved by Council at its meeting on 2007-OCT-15 and is now in effect. Notices have been sent by Robbins Parking to monthly parkers and user groups.
2. **Coast Bastion Parkade Agreement.** An Extension Agreement has been signed between the Coast Bastion Inn and the City of Nanaimo to extend the terms of the parkade use lease for another five year period upon the same terms and conditions. Council approved the Extension Agreement at its 2007-OCT-15 meeting.
3. **VIA Rail Canada, Inc. Agreement.** A 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. A temporary Britco trailer has been delivered and arrangements are being made for hydro service, signage, etc. It is anticipated that the temporary facility will be made available to the public within the next couple of weeks. The term of the License Agreement will be from 2007-OCT-15 to 2008-DEC-31 with the ability to renew or cancel upon appropriate notice by either party.
4. **Parking Strategy Study.** The RFP tender document has now been finalized and will be published shortly. The timeframes for completion of the project have been pushed back about a month.
5. **Protection Island Parking Plan.** Initial work has been completed by Parks, Recreation & Culture and the Risk/Parking Manager to improve traffic flow (particularly for emergency vehicles) and parking at the Protection Island traffic circle. Traffic orders have been drafted and the second phase of the project, which involves the installation of signs and bicycle racks, will take place within the next month or so. PRC covered the costs of the landscaping work, while the bike racks

and traffic signs will be covered from the parking budget. The feedback so far has been excellent and the residents are most appreciative, especially the volunteer Fire Chief.

6. **BC Ferries and Zorkin Street Lot.** BC Ferries has now commenced construction at its entrance and has taken over the entire Zorkin Street parking lot and half of the Brechin Boat Launch parking lot. The City is working with BC Ferries and Robbins Parking, which services most stakeholders in that area, in order to deal with parking and traffic congestion which have resulted from the construction. There will be a loss of parking revenue from the Zorkin lot of about \$13,000 per month (based upon most recent revenue figures).

Respectfully submitted,

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

2007-OCT-31

PAC 2007-OCT-31 Regular Meeting
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CITY OF NANAIMO PARKING INFORMATION		
	TOTALS ALL LOTS AUGUST	
	2007	2006
REVENUE		
Violations	13,246	11,050
Parking-bylaw tickets	1,505	1,675
	-	-
Net violation revenue	14,751	12,725
OTHER REVENUE		
Parking Fees	38,601	35,734
Parking Permits	31,100	32,805
Other revenues	180	945
Total other revenues	69,881	69,484
Total revenues	84,632	82,209
EXPENSES		
Wages	-	1,397
Advertising	-	-
Collection services	47	398
Contracts	19,653	18,706
Legal fees	-	175
Security services	3,721	-
Patrollers' wages	12,450	15,604
Property taxes	-	-
Repairs and maintenance	10,028	10,577
Utilities and phone	2,283	110
Postage/Stationary	38	146
Discounts	180	195
Transfer of funds	-	-
Bad Debts	-	-
Internal support	4,884	3,502
Total expenses	53,285	50,810
Uncollected parking reserve	(263)	(75)
Net profit(deficit)	31,084	31,324

Prepared by: Laura Gilson
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**CITY OF NANAIMO
PARKING - LOT BY LOT ANALYSIS RECAP
TO AUGUST 31, 2007**

	NET PROFIT (LOSS)		NET PROFIT (LOSS)	
	August		YEAR TO DATE	
	2007	2006	To Aug 31/07	To Aug 31/06
Harbourfront Parkade	2,118	12,443	134,285	105,690
Bastion St Parkade	3,725	4,681	10,401	49,074
- Prior year budget funding	-	-	42,000	-
Wallace Comox	239	(150)	1,836	797
Wentworth Wallace	1,735	1,624	16,279	15,050
Gordon Street	-	-	-	-
Cavan	2,934	2,517	25,793	21,554
Civic Arena	1,687	1,808	6,485	7,038
Sundry - Off-street	9,716	6,997	48,792	9,630
On Street	9,193	1,479	45,418	29,511
Transfers -Uncollected ticket reserve (FA 0052)	(263)	(75)	1,281	(3,895)
NET PARKING REVENUES	31,084	31,324	332,570	234,449
Funding for:				
DEBT - HARBOURFRONT	(15,480)	(21,935)	(123,840)	(175,480)
DEBT - BASTION PARKADE	-	-	(68,639)	(62,468)
CAPITAL	-	-	-	-
	(15,480)	(21,935)	(192,479)	(237,948)
INCREASE (DRAWDOWN) OF RESERVE - FA 0053	\$ 15,604	\$ 9,389	\$ 140,091	\$ (3,499)
GENERAL RESERVE BALANCE to August 31 (overdrawn)			\$ 374,723	
UNCOMMITTED FUNDS at August 31 (overdrawn)			\$ 312,804	
Debt - Budgeted				
2007 Harbourfront Parkade Debt -Principal		281300 6107	\$ 84,643	
2007 Harboufront Parkade Debt- Interest		281200 6107	\$ 101,115	
		Total debt payments for 2007	\$ 185,758	
Debt - Budgeted				
2007 Parcel tax for Bastion Parkade debt		112920 10237	\$ 62,467	
2007 Debt repayment		281200, 281300 -2797 281200 6108	\$ 131,106	
		Net debt repayment from reserve	\$ 68,639	
Capital - Budgeted				
			Budgeted	Actual
			\$ -	\$ -
			-	-
Total General Revenue Funding			-	-
			-	-
			-	-
Total General Revenue Reserve Funding			-	-
			-	-
Total capital budgeted in 2007			\$ -	\$ -

CITY OF NANAIMO				
PERCENTAGES - ACTUAL TO BUDGET				
	ANNUAL BUDGET	YTD % to Budget	TOTALS ALL LOTS	
			YEAR TO DATE - August	
	2007	2007	2007	2006
REVENUE				
Violations	172,100	57%	98,448	94,107
Parking-bylaw tickets	40,000	27%	10,935	17,813
Net violation revenue	212,100	52%	109,383	111,920
OTHER REVENUE				
Parking Fees	396,500	85%	336,971	302,497
Parking Permits	251,600	112%	282,173	188,763
Other revenues	4,000	59%	2,375	2,980
Total other revenues	652,100	95%	621,519	494,240
Total revenues	864,200	85%	730,902	606,160
EXPENSES				
Wages	4,100	63%	2,584	3,963
Advertising	600	21%	123	48
Collection services	2,000	57%	1,149	1,127
Contracts	335,748	49%	164,160	148,387
Legal fees	500	0%	1,350	1,441
Patrollers' wages	114,748	111%	127,310	127,186
Property taxes	1,400	97%	1,362	1,354
Repairs and maintenance	123,050	75%	91,706	36,148
Prior year's budget funding	(42,000)	100%	(42,000)	-
Utilities and phone	31,125	58%	17,931	16,966
Postage/Stationary	3,100	105%	3,258	240
Discounts	3,200	33%	1,046	1,713
Transfer of funds		0%		
Bad debts expense	95,355	0%	-	2,993
Internal support	19,528	152%	29,634	26,250
Total expenses	692,454	58%	399,613	367,816
Uncollected parking reserve	-		1,281	(3,895)
Net profit(deficit)	171,746	194%	332,570	234,449

Prepared by: Laura Gilson
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