



Corporation of the City of  
**NEW WESTMINSTER**

**DOWNTOWN NEW WESTMINSTER  
PARKING COMMISSION**

**Thursday, September 3, 2015 11:30 a.m.  
Committee Room #2, City Hall**

**MINUTES**

**VOTING MEMBERS PRESENT:**

Mr. Bruce Clark	Community
Mr. John Hooker	Community
Mrs. Nancy Puri	Community
Ms. Tracey Szirth	Douglas College

**VOTING MEMBER REGRETS:**

Ms. Betty Aurellado	Community
Ms. Patti Goss	Chamber of Commerce
Ms. Kendra Johnston	Downtown New Westminster BIA

**NON-VOTING MEMBER REGRETS:**

Mr. Jeff Pearson	Impark
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**STAFF:**

Mr. Catalin Dobrescu	Utilities Engineer, Engineering Services
Ms. Carilyn Cook	Recording Clerk, Engineering Services
Ms. Ruzica Kragulj	Administration, Engineering

The meeting was called to order at 11:36 a.m.

## **1.0 ADDITIONS TO AGENDA**

### **1.1 MOVED and SECONDED**

*THAT the Agenda of the Downtown New Westminster Parking Commission held on September 3, 2015 be received and adopted.*

#### **CARRIED**

All members of the Committee present voted in favour of the motion.

## **2.0 ADOPTION OF MINUTES**

### **2.1 Adoption of the Minutes of May 7, 2015 - Committee**

#### **MOVED and SECONDED**

*THAT the minutes of the Downtown New Westminster Parking Commission Meeting held on May 7, 2015 be received and adopted with the following amendment:*

*That Item 6.2 state that east-bound trucks will travel along Royal Avenue and south along McBride Boulevard.*

#### **CARRIED**

All members of the Committee present voted in favour of the motion.

## **3.0 PRESENTATIONS**

## **4.0 UNFINISHED BUSINESS**

## **5.0 NEW BUSINESS**

### **5.1 Monthly Parking During the Construction Period – Mr. Catalin Dobrescu**

Mr. Dobrescu informed the Committee that the contractor is obligated to provide a minimum of 300 stalls for parking. The City was hoping for more; however, 300 is all that could be provided. Some parkers cancelled their monthly parking when they were moved to the west side of the parkade, although it is not unusual for the number of monthly parkers to decrease in the summer as more people opt to ride their bikes or use transit during the warmer seasons. Currently, there are 279 monthly parkers. We will most likely see a rise in the monthly parkers once there is a change of seasons and we may have to turn away the odd hourly parker.

#### Members discussed:

- Since handicapped spaces are not generally fully utilized, the number that we currently have to offer is acceptable.
- The City is monitoring the parking situation as the construction progresses and will make necessary changes as needed.

**5.2 2016 Budget Discussion – Mr. Catalin Dobrescu**

Mr. Dobrescu informed the group that he has started work on the 2016 budget spreadsheet and that predicting revenues was proving to be a challenge. It is anticipated to be complete for the next Committee meeting; however, if it is not, it will be emailed to members shortly afterwards. The budget will then go to Council for final approval in late November.

**6.0 REPORTS AND INFORMATION**

**6.1 Parkade Operator's Report – Mr. Jeff Pearson, Impark**

As Mr. Pearson was unable to attend the meeting, Mr. Dobrescu discussed the Report with the Committee noting that since we are currently limited to only 300 parking spots, there has been a drop off in revenues.

Members discussed:

- The original number of parking spots in the parkade is approximately 750. From previous surveys we have seen that during peak times, less than 60% of those spots were utilized.
- Some parkers have been moved to the Fourth Street parkade which would also be reflected in the graph.
- Revenue was better than what was originally expected.

**6.2 Review of Quarterly Financial Statements for the Period Ending June 30, 2015 – Mr. Catalin Dobrescu**

Mr. Dobrescu gave a brief overview of what was included in the Quarterly Financial Statements for the Period ending June 30, 2015.

Members discussed:

- Previously, Impark collected the revenue, submitted it, and it was shown as part of the transient bar graph. Recently, with the new meters, the City took over that function. Currently, we receive a statement from the meter reporting software which is then forwarded to Impark and from that the transient bar graph gets generated. In the current statement, it was inadvertently left blank. Previously, this number was noted under revenues from Impark; it's now under the transient bar. We will not make \$300,000 this year; however, that was to be expected.
- The maintenance amount includes such items as the installation of new signs, the replacement of broken and stolen items, etc.
- Mr. Dobrescu will look into why the annual budget includes anticipated meter revenue but is not reflected in this quarterly statement.
- Impark revenue should be about \$2,000 to \$3,000 per month.
- The Managed Assets aspect of the statements refers to Impark's fee to the City.
- Currently, there is approximately \$3 million in the Reserve; it's usually adjusted at the end of the year. The parkade project will use up the Reserve.

- The funds in the Reserve are invested in a conservative pool of investments made by the City. Catalin will find out more specifically how the Reserve is invested and report back to the Committee.

### **6.3 Parkade Maintenance Report – Catalin Dobrescu**

Mr. Dobrescu informed the Committee that the parkade project was going as planned, although it is approximately one month behind schedule as there were issues with the condition of the concrete, rebar, etc. It's a major project and, for the most part, is on target.

#### **Members discussed:**

- Front Street closure times have not been confirmed. The City is in touch with the BC Trucking Association and will advertise closures and traffic diversions approximately one month before they happen. We should have an idea of closures and diversions by the end of October.
- There were less areas of concrete delamination than what was originally expected. In other areas we've had to dig deeper than originally anticipated.
- The Fourth Street ramp was covered by a membrane and couldn't be inspected, which required a change order and will add an additional four weeks of work to the project.
- There have been some concerns from businesses about the noise generated during concrete removal; this type of noise is hard to mitigate. Some businesses have also voiced objections with the displaced parking along frontage road; however, for the most part they have been fairly understanding.
- Currently, there are people on the waiting list to get the monthly parking, which we cannot fulfill at this time. We are not signing any new students.

### **7.0 CORRESPONDENCE**

### **8.0 NEXT MEETING**

Thursday, November 5, 2015  
Committee Room #2, City Hall

### **9.0 ADJOURNMENT**

The meeting adjourned at 12:18 p.m.

Original Signed

**JOHN HOOKER**  
**CHAIR**

Original Signed

**CARILYN COOK**  
**RECORDING CLERK**