



Corporation of the City of
NEW WESTMINSTER

**DOWNTOWN NEW WESTMINSTER
PARKING COMMISSION**

**Thursday, March 5, 2015; 11:30 am
Committee Room #2, City Hall**

MINUTES

VOTING MEMBERS PRESENT:

Ms. Betty Aurellado	Community
Mr. Bruce Clark	Community
Ms. Patti Goss	Chamber of Commerce
Mr. John Hooker	Community
Ms. Kendra Johnston	Downtown New Westminster BIA
Mrs. Nancy Puri	Community
Ms. Tracey Szirth	Douglas College

NON-VOTING MEMBER PRESENT:

Jeff Pearson Impark

STAFF:

Catalin Dobrescu	Utilities Engineer, Engineering Services
Stephanie Lam	Committee Clerk, Legislative Services
Kathy Prothero	Recording Clerk, Engineering Services

Procedural Note: Item 3.1 was held prior to the election of Chair and Alternate Chair

3.0 PRESENTATIONS

3.1 Committee Orientation and Oath of Office – Legislative Services

Ms. Lam, Committee Clerk, introduced herself and the process by which members are appointed to City Committees/Commissions. Some key points are:

- Roberts Rules of Order are followed;
- This Commission operates under a Bylaw so members should be familiar with it;
- Be respectful of others within the Commission, and of staff time;
- If the Commission want to make recommendation it will go to a Committee of the Whole Council meeting;
- Minutes are anecdotal as we try to keep information very broad. Any changes to draft minutes should be brought up at a meeting prior to them being approved;
- Voting on a motion you can second the motion even if you disagree. This warrants discussion but there are no abstentions – you must vote. If you are in opposition to a motion you must make yourself heard. By not voting, you are deemed in agreement;

- If you are in a position of conflict, you would excuse yourself before the item is considered;
- There is no limit on the amount a member can speak. The Chair can limit the discussion to 3-4 minutes and following input by all members, the Chair can redirect comments accordingly;
- Items can be deferred to another meeting or tabled if additional information is required before the vote takes place;
- Commission needs to have the majority of the membership in attendance to ensure there is quorum. If quorum is not met, no decisions can be made. At that time, staff may decide to reschedule the meeting;
- If you miss three Commission meetings Council can remove and replace you. If a member is unable to fulfill his/her duties, please notify staff as soon as possible so the position can be refilled; and
- Social Media Policy is City-wide and must be adhered by staff and City Committees and Commission. Always be cautious as to how you express your opinion.

The Oath of Office was administered to the Commission members and Ms. Lam left the meeting @ 11:57 am.

Mr. Dobrescu introduced himself and his role on the Commission followed by members introducing themselves and providing a brief background.

A call was made for volunteers to act as Chair and an Alternate Chair by Mr. Dobrescu. Following a brief discussion it was

MOVED and SECONDED

THAT Mr. John Hooker be appointed as Chair of the Downtown New Westminster Parking Commission for the February 2015 to January 2016 term; and **THAT** Ms. Tracey Szirth be appointed as Alternate Chair of the Downtown New Westminster Parking Commission for the February 2015 to January 2016 term.

CARRIED

All Commission members voted in favor of this motion.

1.0 ADDITIONS TO AGENDA

- 5.1 Process of voting for free parking between meetings. (This will be covered under existing item 5.1)
- 5.2 Downtown Parking Commission Amendment Bylaw 5831, 1989; Section 5

2.0 ADOPTION OF MINUTES

2.1 Adoption of Minutes of September 25, 2014

MOVED and SECONDED

THAT the Minutes of the Downtown New Westminster Parking Commission meeting held September 25, 2014 be received and adopted as circulated.

CARRIED

All Commission members voted in favor of this motion.

4.0 UNFINISHED BUSINESS

4.1 Extend by Phone Option for Parkade Pay Parking Stations – Mr. Jeff Pearson

Mr. Pearson was asked to provide additional information on this option at the last meeting. As of now Impark has not approved this option but have gone to the meter manufacturer to see how it works. One option will ask if you want to be advised when the parking expires. If you say yes, it will have your phone number and will let you know. This can only be done in minute increments and for each transaction (no matter what the length of the extension) there is a .25 cost. The cost can be paid by user or lot and Mr. Pearson will try and find out why Impark is not using it.

Mr. Dobrescu advised that the City is not looking at this now but we will be changing out the meters eventually. The new Parkade (Anvil Centre) and City streets are different from the Parkade meters and are more user friendly. As part of the Parkade rehabilitation and demolition, we will consider replacing the meters so they are consistent with the rest of the City meters.

Impark does use the Pay by Phone option and you can purchase as much time as you want. This is different from extend by phone which is done in minute increments.

5.0 NEW BUSINESS

5.1 Confirmation of Free Parking at the Parkade – Mr. Catalin Dobrescu

The current policy that any requests approved in the past are grandfathered as they are deemed approved by the Commission (the majority of requests are reoccurring events). The only issues we bring before the Commission are new requests.

Between meetings, if a request is time sensitive and cannot wait until the next meeting, a vote is put before members via e-mail/phone. One member commented that like voting for a motion, you are deemed in agreement if you do not vote.

The following requests were grandfathered:

- City of New Westminster - Family Day; February 9, 2015
- Riverfest; September 25 (half day) and September 26, 2015

5.2 Downtown Parking Commission Amendment Bylaw 5831, 1989; Section 5 – Mr. Catalin Dobrescu

Members requested clarification on Section 5, Sub-paragraph B as to whether the Parking Commission has the ability to provide input to these budgets prior to them being submitted to Council and approved:

The Parking Commission shall:

- (b) prepare and submit to Council:
 - (i) on or before the 15th day of the first month following each quarter of each calendar year, quarterly financial statement of all revenues and expenditures in whatever detail Council requires; and
 - (ii) on or before the 28th day of February in the year following, final annual audited financial statements for each calendar year

Mr. Dobrescu advised the May meeting will have the financial reports on the Agenda. One member stated the Bylaw appears to give significant decision making to the Commission and this Commission is not creating the Parkade budget or reviewing them prior to submission so perhaps the Bylaw should be revised.

Moved and Seconded this Commission Recommends

THAT Section 5 of Amendment Bylaw 5831, 1989 be amended to reflect the current practice wherein City staff prepare and submit the annual budget to Council.

CARRIED

All Commission members voted in favor of this motion.

6.0 REPORTS AND INFORMATION

6.1 Parkade Operator's Report – Mr. Jeff Pearson

Mr. Pearson updated members on the Parkade revenue which is good. Security patrols were increased for a few months due to break-ins but this is the first occurrence of this nature since Mr. Pearson took over five years ago. The additional patrols have since been removed (Mar 1) as it is lighter now in the morning.

Impark has not reached out to students to move to the Carnarvon Parkade yet but will approach them when firm dates on the demolition of the west portion of the Front Street Parkade have been set.

6.2 Parkade Maintenance Report & Demolition Strategy – Mr. Catalin Dobrescu

Mr. Dobrescu updated members on the major maintenance that is to be done. The work has gone to tender on the rehabilitation of the East Parkade (Sixth Street to Fourth Street) and demolition of the West Parkade (Sixth Street to Begbie). The tender is closing on March 24 and this is a massive project.

Council have instructed staff to demolish the western part of the Parkade to open up the riverfront view corridors. After engaging a consultant and receiving cost estimates, we realized the eastern portion of Parkade was in poor condition. At that time, a decision was made to rehab the eastern portion before western portion is removed. The concrete and reinforcing will be rehabbed and railing replaced. This will include rewiring, lighting replacement and cost estimates are somewhere in the \$6-7m for work on the eastern portion. Tender document quotes a minimum number of parking stalls

(300) to be maintained at any one time. We are looking at 4-6 months for rehab; followed by demolition. One member asked about the communication that has gone out. We have only communicated with downtown stakeholders at this point, along with the BIA.

7.0 CORRESPONDENCE

8.0 NEXT MEETINGS

All meetings are held in Committee Room #2, New Westminster City Hall beginning at 11:30 am.

Thursday, May 7
Thursday, September 3
Thursday, November 5

9.0 ADJOURNMENT

The meeting was adjourned at 12:46 pm.

JOHN HOOKER
CHAIR

KATHY PROTHERO
RECORDING CLERK

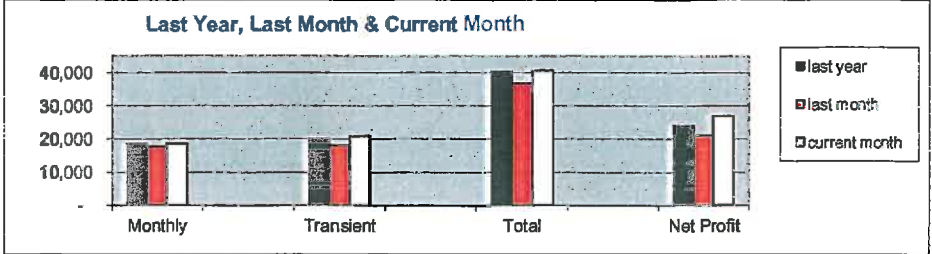


Monthly Revenue & Expense Analysis
Front Street Parkade

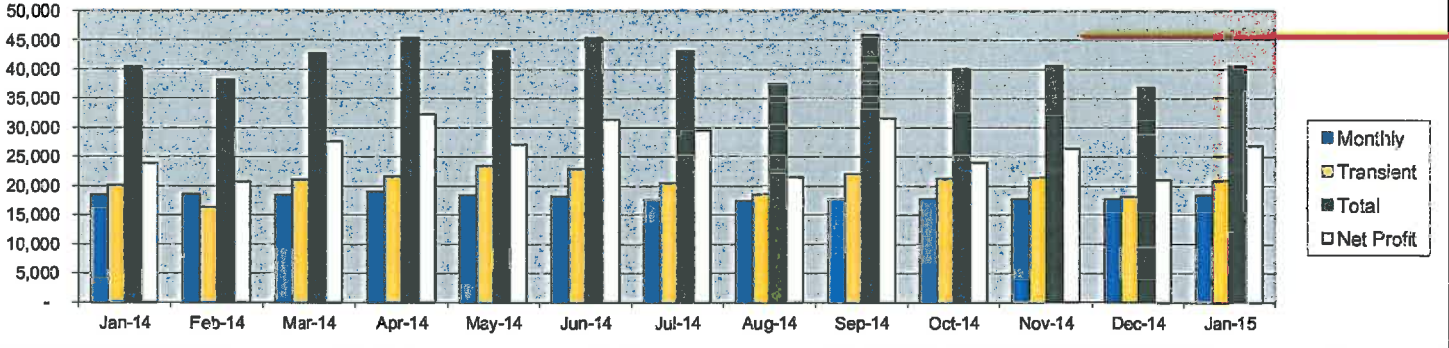
January-15

Lot 602

Month	Last Year	Last Mth	Current	%Last Yr
Monthly	18,415	17,754	18,461	100%
Transient	20,080	18,195	20,910	104%
Total	40,413	36,938	40,548	100%
Net Profit	23,921	21,124	26,875	112%



Thirteen Month Revenue Summary



Month	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15
Monthly	18,415	18,525	18,460	18,992	18,489	18,253	17,613	17,429	17,700	17,738	17,808	17,754	18,461
Transient	20,080	16,342	21,073	21,606	23,535	22,955	20,549	18,553	22,078	21,292	21,417	18,195	20,910
Validation	1,917	3,323	3,177	4,813	1,185	4,193	4,985	1,436	6,197	1,096	1,448	989	1,177
Total	40,413	38,190	42,710	45,410	43,199	45,401	43,148	37,418	45,975	40,126	40,673	36,938	40,548

Expenses	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15
Wages	5,730	6,418	5,386	4,354	6,788	4,698	4,526	4,354	5,042	6,874	4,870	5,816	4,691
Utilities	1,956	1,661	1,668	1,987	1,810	1,915	1,810	1,810	2,020	2,020	1,810	1,915	2,021
Meters	1,851	1,832	1,895	1,896	1,936	1,898	1,868	1,849	1,875	1,891	1,864	1,807	1,879
Security	1,848	1,705	1,705	1,576	1,796	1,650	1,760	1,796	1,650	1,778	1,686	2,218	2,310
R&M	3,163	4,310	2,321	1,747	2,012	2,000	1,917	4,310	1,945	1,756	1,312	1,962	1,024
Supplies	1,944	1,562	2,049	1,567	1,737	1,868	1,791	1,769	1,802	1,748	2,610	2,096	1,748
Impark	976	987	1,005	1,127	915	1,059	1,074	895	1,093	890	959	892	1,055
Net Profit	23,921	20,703	27,587	32,283	27,109	31,373	29,476	21,530	31,642	24,358	26,522	21,124	26,875
Filming	1,181	2,448	2,176	3,670	-	2,852	3,600	-	4,720	-	-	-	-

(Filming revenue is included in Validation Revenue above)

Current Parking Rates

Current Parking Rates (Including Tax)

1 hour	2 hours	3 hours	4 hours	12 Hours
\$1.25	\$2.50	\$3.00	\$4.50	\$7.00

Monthly Parking Rates (Net of Tax)

Random	Reserved	Student	Blkrms	Ares (Gov't)
\$60.00	\$80.00	\$40.00	\$40.00	\$40.00

Monthly Parkers

Random	Reserved	Student	Blkrms	Ares (Gov't)
173	64	73	20	34

Comments & Items for Attention

TOTAL MONTHLY PKRS 364

Security costs were increased in November due additional patrols because of break ins, and darkness. Have now cancelled increased patrols as of March 1st. Will look to implement additional patrols again in the fall.

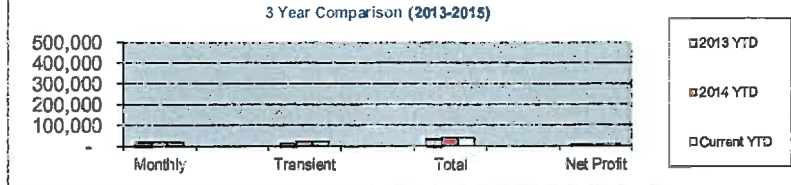


Year Over Year Revenue Analysis
Front Street Parkade

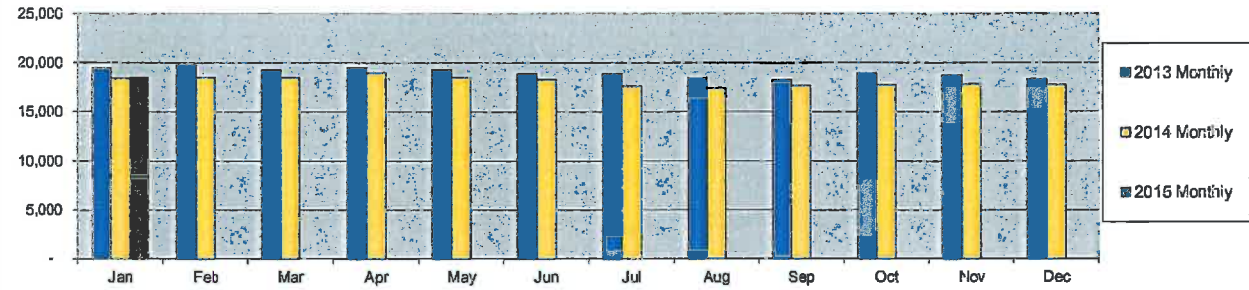
January-15

Lot 602

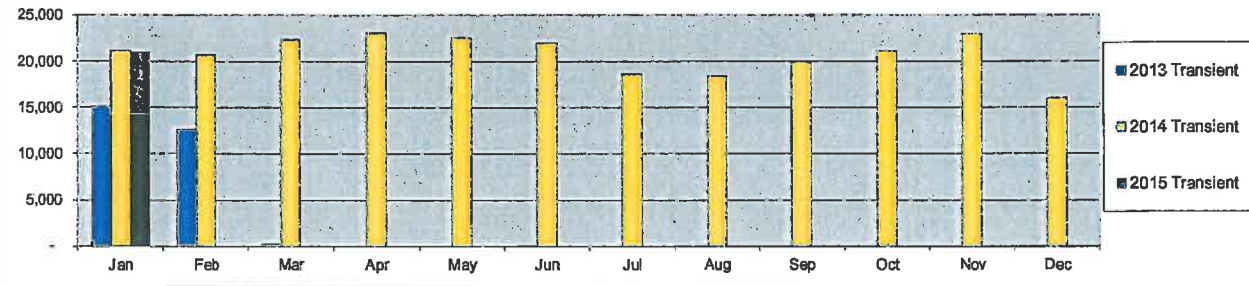
Month	2013 YTD	2014 YTD	Current YTD	% Last Yr
Monthly	19,412	18,415	18,461	100%
Transient	15,132	21,068	20,910	99%
Total	34,543	39,483	39,371	100%
Net Profit	8,038	7,540	10,154	135%



Monthly Revenue Summary



Transient Revenue Summary



Year 2015

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly	18,461												18,461
Transient	20,910												20,910
Total	39,371												39,371
Net Profit	10,154												10,154

Year 2014

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly	18,415	18,525	18,460	18,992	18,489	18,253	17,613	17,429	17,700	17,738	17,808	17,754	217,177
Transient	21,068	20,640	22,351	23,091	22,501	21,978	18,601	18,355	19,890	21,069	22,974	15,987	248,505
Total	39,483	39,165	40,811	42,083	40,990	40,231	36,214	35,784	37,590	38,807	40,782	33,741	465,682
Net Profit	7,540	7,897	8,509	12,573	5,510	10,316	10,795	4,826	11,439	4,657	6,989	4,736	95,798

Year 2013

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly	19,412	19,761	19,224	19,515	19,221	18,856	18,843	18,418	18,296	18,940	18,732	18,320	227,536
Transient	15,132	12,650	259	22	10	(4)	-	-	-	-	-	-	28,098
Total	34,543	32,411	19,483	19,537	19,231	18,852	18,843	18,418	18,296	18,940	18,732	18,320	255,606
Net Profit	8,038	9,106	3,428	10,831	6,519	19,444	7,160	11,003	6,394	5,152	5,811	5,518	103,406

Current Parking Rates

Current Parking Rates (Including Tax)

1 hour	2 hours	3 hours	4 hours	12 hours
\$1.25	\$2.50	\$3.00	\$4.50	\$7.00

Monthly Parking Rates (Net of Tax)

Random	Reserved	Student	Bikrams	Ares (Gov't)
\$60.00	\$80.00	\$40.00	\$40.00	\$40.00

Monthly Parkers

Random	Reserved	Student	Bikrams	Ares (Gov't)
173	64	73	20	34

Comments & Items for Attention

TOTAL MONTHLY PARKERS 364

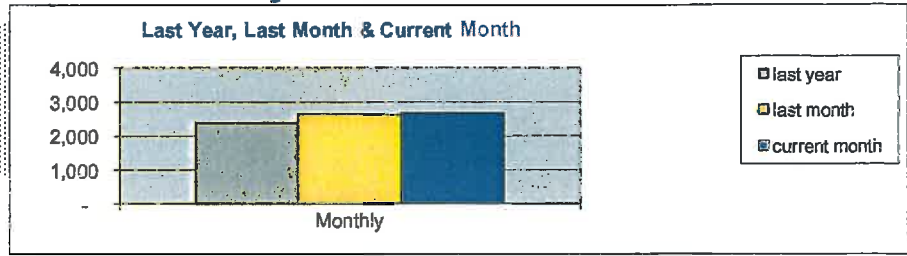


Year Over Year Revenue Analysis
4th & Carnarvon Parkade

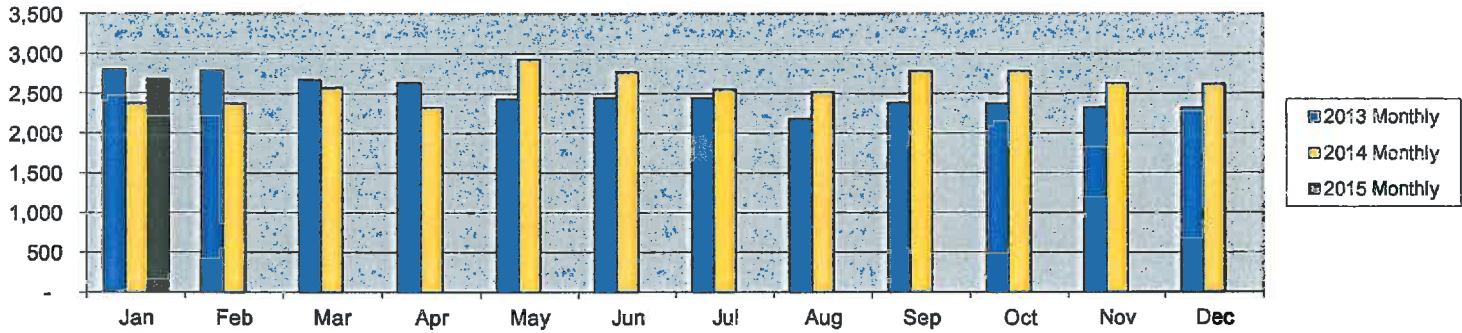
January-15

Lot 687

Month	Last Year	Last Mth	Current	%Last Yr
Monthly	2,372	2,619	2,681	113%



2013, 2014, 2015 Monthly Revenue Analysis



Year 2015

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly	2,681												2,681

Year 2014

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly	2,372	2,373	2,572	2,321	2,934	2,769	2,549	2,515	2,786	2,786	2,630	2,619	31,224

Year 2013

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Monthly	2,798	2,784	2,669	2,635	2,426	2,434	2,440	2,176	2,384	2,372	2,325	2,316	29,759

Current Parking Rates

Monthly Parking Rates (Net of Tax)

Random	Reserved
\$55.00	\$70.00

Monthly Parkers

Random	Reserved
35	14

Comments & Items for Attention

TOTAL MONTHLY PKRS	49
POLICE PARKERS	100
TOTAL SPACES	179
% SOLD AS MONTHLY (AVAILABLE SPACES)	83%
	30