



Corporate NO: C389

Report COUNCIL DATE: Feb. 10, 1998

COUNCIL-IN-COMMITTEE

TO: Mayor & Council **DATE: February 2, 1998**

FROM: General Manager, Engineering **FILE: 3650-002**
City Solicitor

SUBJECT: Civic Centre Parking

RECOMMENDATIONS

It is recommended that Council:

1. Approve improved signage, consolidation of visitor parking and enforcement of the new parking regulations; and
2. Instruct staff to install pay parking for visitors to the civic complex, in conjunction with a limited number of free spaces with a 30 minute duration.

INTENT

This report is to inform Council of the changes proposed to parking at City Hall and seek Council's approval for limited pay parking to improve the availability of visitor parking spaces.

BACKGROUND

There have been complaints from City Hall customers about the lack of visitor parking at City Hall. The observations of the Facilities and Licensing and By-Law Enforcement staff indicate that:

- A significant portion of the visitor parking spaces are used by staff during the day.
- There is little space turnover, making it difficult for visitors to find a space when going to City Hall and other buildings in the civic center complex.
- The enforcement of visitor parking is difficult due to the number and location of the existing visitor parking lots and the difficulty in identifying staff vehicles.

- On busy days, cars are parked on side streets adjacent to the civic complex.

The civic center complex is shown on the attached map and includes:

- The RCMP building,
- The Pre-trial Center,
- The Provincial Court House,
- The School Board offices,
- The Health Unit, and
- City Hall.

There are, in total, about 1,200 parking spaces for all of the offices on the site. Under the requirements of the current by-laws, there is a shortfall of about 230 parking stalls on the civic complex. Parking for the RCMP, Pre-Trial Centre, Court House (staff parking only) and School Board is controlled by their respective authority. The underground parking is owned by the City but leased to BCBC with the expectation that the underground parking can be used by visitors to all buildings on this site.

Staff currently do not pay for parking with parking being a “first-come/first-served” basis. It is not unusual for staff to park in visitors parking and visitors occasionally park in areas that have been designated for staff parking.

Other concerns related to parking include the lack of signs for visitor parking, inadequate enforcement and inadequate direction to City Hall entrances. These issues are also addressed in this report.

DISCUSSION

There are insufficient parking spaces for the number of staff and visitors at the civic complex. The objective of the proposed changes is to allocate parking to meet the needs of all those who come to City Hall.

1.0 Customer/Client Parking

Customer and client parking falls into one of three categories:

1. Short term duration visitor parking
2. Longer duration parking
3. Volunteers and those invited to City Hall

Short term duration visitor parking

Many of the customers and clients who visit City Hall can complete their business within 30 minutes. For example, they can drop off tax forms, license and by-law infraction payments or pick up a map or permit they need.

Thirty short-term visitor parking spaces (plus 2 handicap spaces) with a 30-minute maximum will be designated

in the locations shown on Appendix 1. The 30-minute time limit will provide the necessary turnover to allow more people to use the spaces during the day. These lots will be patrolled to ensure compliance with the 30-minute limit.

Longer duration visitor parking

There are consultants, developers and contractors who, as part of their business, visit City Hall to meet with staff, obtain information and acquire necessary permits. Where these visits take longer than 30 minutes, the pay parking spaces will be available at a location that is convenient to the hall. By establishing pay parking, staff will park in the staff lots, allowing visitors to use the spaces. Pay parking would only be in force from 8:30 a.m. to 4:30 p.m.

Volunteers and those invited to City Hall.

There are people who come to City Hall at the request of the City. These people include the Development Advisory Committee (DAC), volunteers and the Board of Variance, etc. Their meetings last longer than 30 minutes. Under the new arrangements, these people would be able to park in the “pay” areas without charge by readily obtaining a visitors hanger that would allow them to park without charge while here on City business.

2.0 Pay Parking

The biggest need is to provide sufficient turnover in the existing areas designated for visitor parking. The 30-minute limit on specific areas will help. To ensure that the balance of the visitor areas are available for visitors, pay parking is recommended. The estimated net revenue from the proposed parking initiatives is estimated to be about \$200,000 - \$210,000 annually.

Underground Parking

The British Columbia Building Corp. (“BCBC”) has agreed to allow the City to install a parking booth at the entrance to the underground parking garage and to require a \$1.00 per hour payment for parking in any one of 132 underground parking spaces. The 38 spaces in the lowest level of the underground garage would be reserved for Justice Centre employees. BCBC would receive a 25% commission on gross parking revenues, excluding any parking violation ticket revenue.

BCBC, on behalf of Boundary Health, has agreed to the installation of parking meters on the lot next to the Boundary Health building in exchange for a 25% commission on meter revenue. No commission would be payable on parking violation ticket revenue. The parking areas are shown on Appendix 1 attached.

The School Board is considering the installation of 15 parking meters on the parking lot next to their building in exchange for a 25% commission on meter revenue. The School Board has not made a final decision on this area.

Pay parking would only be applicable during the normal business hours at City Hall. There would be no cost to park during evening meetings.

3.0 Parking for Staff

As well as having visitor parking, there is a need to ensure that there is adequate parking for others, including:

- Council,

- Staff,
- Carpools, and
- Visitors from other City locations.

Council Parking

The existing parking area designated for Council will remain the same. However, the area will have improved signage to discourage unauthorized parking in this area. The availability of visitor parking is expected to reduce the unauthorized parking.

Staff Parking

There will still be insufficient space for staff parking. To encourage carpool and vanpool arrangements, the carpool spaces will continue to be available close to City Hall. All remaining staff will access the remaining parking on a first-come/first-served basis. All City employees will be given parking hangers that would allow them to park in the designated employee parking lots shown on Appendix 1. Carpool vehicles will also have their own hangers.

Other Parking

The existing RCMP, court house staff and Pre-Trial lots would remain unaffected by this proposed initiative. There will be better signage provided on these lots as well.

4.0 Enforcement and Costs

To ensure the successful implementation of this initiative, the new arrangements must be enforced. Prior to their implementation, there will be notices provided for our customers at all counters in City Hall for a 2 - 3 month period.

Costs

The estimated start-up costs, including new signs are estimated to be \$128,500. The annual revenue, based on 65% usage, is estimated at \$249,500 and the operating costs are expected to be \$44,400. The details are shown in Appendix 2. The start-up capital costs will be repaid with the revenue generated during the first months of operation.

Enforcement

The enforcement of the parking areas will be the responsibility of the By-Law Enforcement staff. The City will retain all ticket revenue for parking violations. The BCBC staff parking lot on the east side of the court house will also be patrolled by By-Law Enforcement staff. By-law will hire a commissionaire to look after the parking booth and provide change for the meters. Staffing will be coordinated with the revised requirements for parking enforcement at the Newton Casino.

CONCLUSION

The implementation of these changes will result in improved parking, particularly for clients and customers visiting City Hall as well as an annual net revenue estimated at \$205,000. We will, however, continue to

monitor and, where necessary, make adjustments to the parking areas to ensure that our customers and employees respect the designated parking areas. This solution provides an efficient use of the limited parking available on site.

Craig MacFarlane Umendra Mital, P. Eng.,
City Solicitor General Manager, Engineering

TN:brb

Attachments

c.c. - Manager, Design, Construction & Facilities - Engineering Dept.

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APPENDIX 2

PROJECTED EXPENDITURES & REVENUES

Capital Start-Up Costs

Underground Garage

Parking Booth & Equipment \$30,000

Metered Visitor Lots

New signs & Employee Stickers \$ 6,000

Parking Meters - supply and install 85 meters 91,000

Coin Collection Box 1,500

TOTAL START-UP COSTS \$128,500

Estimated Annual Revenues

Underground Garage

Parking Garage - 132 stalls at \$1.00 per hour

for 8 hrs. per day/5 days per week @ 65% usage \$175,000

Less Commissions - 25% 43,800

\$131,200

Estimated Ticket Revenue @ \$20.00 per ticket \$ 10,000

Metered Visitor Lots

Parking Lot - 85 Meters at \$1.00 per
hour/8 hrs. per day/5 days per week @ 65% usage \$112,700
Less Commissions - 30 meters 12,400
\$100,300

Estimated Ticket Revenue - @ \$20.00 per ticket \$ 8,000

TOTAL ANNUAL GROSS REVENUE \$249,500

Estimated Annual Operating Costs

Enforcement

1 x commissionaire @ \$15.00 per hour for
8 hours/5 days per week/51 weeks per year \$31,000

Administration

Clerical, Parking Receipts/Ticket
Management/Reporting \$11,000
Maintenance of meters (City wide contract) 2,400

TOTAL ANNUAL OPERATING COSTS \$ 44,400

ESTIMATED NET ANNUAL INCOME \$205,100

OPTIONS

These are listed below, with brief evaluation of each option.

1- Build more parking

Addition parking could be constructed on the civic center site. This could be done by constructing a parking garage on the east lot or paving additional city lands. The approximate cost to build a parking garage for an additional 125 vehicles is \$1.6 - 2.0 million.

2- Strict Visitor Parking Enforcement

The existing visitor parking areas would be consolidated into two, clearly signed and patrolled visitor parking lots. These are the east lot and the underground parking garage. These are shown on the attached map (areas 1 & 2). This option will require that the visitor parking to be clearly signed and enforced.

The implementation of this option will require a method to differentiate between staff and visitors, staffing to police the areas and towing of violators.

3- Visitor Pay Parking

The existing Council, RCMP and Pre-Trial lots would remain unaffected in this option.

The British Columbia Building Corp. (“BCBC”) has agreed to allow the City to install a parking booth at the entrance to the underground parking garage and to require a \$1.00 per hour payment for parking in any one of the 132 underground parking spaces. The 38 spaces in the lowest level of the underground garage would be reserved for Justice Centre employees. BCBC would receive a 25% commission on gross parking revenues, excluding any parking violation ticket revenue.

BCBC, on behalf of Boundary Health, has agreed to the installation of parking meters on this lot in exchange for a 25% commission on meter revenue. No commission would be payable on parking violation ticket revenue.

The School Board shall be considering their staff recommendation to permit installation of 15 meters at their visitor parking lot.

The estimated start-up costs, annual revenue and operating costs for this initiative are outlined in Appendix ???

4- Staff & Visitor Pay Parking

For this option, in addition to the initiatives in option 3, staff would be required to purchase monthly or yearly parking passes. Any vehicles not displaying a staff parking hanger would be ticketed and towed from the staff parking area. The revenue, at \$10/month for 280 spaces would gross \$33,000 annually.

5- Staff & Visitor Mixed Parking

In this option, parking area 3 would be free for both staff and visitors, the pay initiatives in option 3 would remain and staff would require hangers for parking in areas 4 & 5.

What other Cities are Doing

It is difficult to compare with other cities in the region. Most of these cities are well served by transit and have additional parking available on adjoining side streets. A quick review of pay parking at other cities (Vancouver, Richmond, Coquitlam, Langley Township, Delta and Burnaby) shows that only Coquitlam is considering introducing pay parking for their new City Hall.

APPENDIX 3

PROJECTED EXPENDITURES & REVENUES **UNDERGROUND PARKING GARAGE ONLY**

Capital Start-Up Costs

Underground Garage

Parking Booth & Equipment \$30,000

New signs & Employee Stickers 6,000

TOTAL START-UP COSTS \$36,000

Estimated Annual Revenues

Underground Garage

Parking Garage - 132 stalls at \$1.00 per hour

for 8 hrs. per day/5 days per week @ 65% usage \$175,000

Less Commissions - 25% 43,800

\$131,200

Estimated Ticket Revenue @ \$20.00 per ticket \$ 10,000

TOTAL ANNUAL GROSS REVENUE \$141,200

Estimated Annual Operating Costs

Enforcement

1 x commissionaire @ \$15.00 per hour for

8 hours/5 days per week/51 weeks per year \$31,000

Administration

Clerical, Parking Receipts/Ticket

Management/Reporting \$11,000

TOTAL ANNUAL OPERATING COSTS \$ 42,000

ESTIMATED NET ANNUAL INCOME \$99,200

CIVIC CENTRE PARKING

Our goal:

The effective use of the existing parking spaces that are available in the civic complex.

Customer and client parking:

1. Short term duration visitor parking
2. Longer duration parking
3. Volunteers and those invited to City Hall

Adequate parking for others, including:

- Council,
- Staff,
- Carpools, and
- Visitors from other City locations.

Related issues:

- Signs - directions and city hall parking
- Enforcement - encourage compliance

Response from Council Meeting of February 10.

Comments:

Robinson

- Use stickers
- Problem of planning gives the problem
- Encourage carpooling

Watts

- It is offensive to pay to visit City Hall

Cassie

- OK to charge
- All (even council) could pay
- Good social value
- Part of the 90's

Higginbotham

- Need to have order to parking
- User fees necessary
- More restrictions & more enforcement

McCallum

- No metered parking
- Can we expand parking to the north?

Hunt

- Underground OK to charge
- Would the whole area on the east be necessary if we charged?

Villeneuve

- Encourage car pools

Council directed that we look at:

- Pay for underground only
- Review metered area & expand free parking area
- Potential to expand existing area for parking
- How many staff work at city hall - what are the parking needs?
- Look at alternatives - car pools/bike racks