

CITY OF SALMON ARM

Minutes of the Downtown Parking Commission Meeting held in Room 100 at City Hall, 500 - 2 Avenue NE, Salmon Arm, British Columbia, on **Tuesday, September 18, 2018.**

PRESENT:

Chad Eliason	City of Salmon Arm Councillor, chair
Bill Laird	Member at Large
Vic Hamilton	Member at Large
Regan Ready	Member at Large
Cathy Ingebrigtsen	Member at Large
Heather Finn	Downtown Salmon Arm Representative
Gerald Foreman	Downtown Salmon Arm Representative
Kevin Pearson	Resource Personnel, Director of Development Services
Rob Niewenhuizen	Resource Personnel, Director of Engineering & Public Works

ABSENT:

Jacquie Gaudreau	Downtown Salmon Arm Representative
Jenn Wilson	Resource Personnel, City Engineer
Marcel Bedard	Resource Personnel, Bylaw Officer

GUEST:

The meeting was called to order at 8:00 a.m.

1. **INTRODUCTIONS AND WELCOME**
2. **PRESENTATIONS**
3. **APPROVAL / CHANGES / ADDITIONS TO AGENDA**

Late Item 6.a – Memorandum from the Director of Development Services dated September 17, 2018 – Parking Enforcement Technologies

4. **APPROVAL OF MINUTES FROM AUGUST 21, 2018**

Moved: Regan Ready

Seconded: Gerald Foreman

THAT: the Downtown Parking Commission Meeting Minutes of August 21, 2018 be adopted as circulated.

CARRIED UNANIMOUSLY

5. **OLD BUSINESS ARISING FROM MINUTES**

6. **NEW BUSINESS**

1) **Parking Enforcement Technologies** – Review of Memorandum from the Director of Development Services dated September 17, 2018 outlining emerging parking meter technologies.

- Discussion of different types of technologies used by various communities, Pay by Phone, full time parking enforcement, first hour free, out sources (Impark, etc).
- Start a reserve fund so that the technology can be purchased and installed by 2020, with a possible phased plan for implementation.
- It is recommended by City Staff that consultants should be engaged to provide a report on the various technologies pros cons and cost benefit analysis as there is no capacity at this time to provide this type of review in house.

Moved: Regan Ready

Seconded: Vic Hamilton

RECOMENDS TO CITY COUNCIL

THAT: a reserve of \$100,000.00 be included in the 2019 budget for the purchase of New Downtown Parking Metering Technology.

CARRIED UNANIMOUSLY

Friendly Amendment

Moved: Regan Ready

Seconded: Vic Hamilton

AND THAT: the New Downtown Parking Metering Technology be implemented by the spring of 2020.

CARRIED UNANIMOUSLY

2) **Parking Duration - Discussion**

- Discussion on one hour vs two hour free parking
- Parking technology may provide options
- Review previous information on the Two Hour Free parking trial
- Initiate another trial period for two hour parking
- Will longer duration parking create a shortage of parking available?
- Enforcement challenges
- Down town services are changing, need for longer parking
- Meet the need of the businesses

7. **OTHER BUSINESS**

- 1) **Parking Signage** - request to update/replace parking lot signage (Avon Lot, etc.), Bylaw to review.

8. **NEXT MEETING - Tuesday, October 16, 2018**

The next meeting of the Downtown Parking Commission will be Tuesday, **October 23**, 2018.

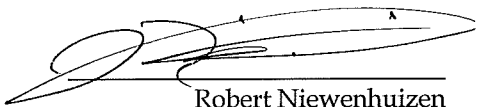
9. **ADJOURNMENT**

Moved: Cathy Ingebrigtsen

Seconded: Regan Ready

THAT: the Downtown Parking Commission Meeting of September 18, 2018 be adjourned. (9:20 AM)

CARRIED UNANIMOUSLY



Robert Niewenhuizen
Director of Engineering & Public Works

Minutes received as information by Council
at their Regular Meeting of October 8, 2018.



City of Salmon Arm

Development Services Department Memorandum

TO: Downtown Parking Commission
FROM: Director of Development Services
DATE: September 17, 2018
SUBJECT: Parking Enforcement Technologies

Background

The City's Bylaw Enforcement staff was asked to report to the DPC on emerging parking meter technologies such as smart parking meters, both single space and multiple space. Modern parking meters and devices used in various municipalities were researched (Vernon, Nelson and Lethbridge).

The modern equipment offers convenience to the public with the ability to pay by credit / debit cards and Smartphone apps, which can allow a customer to top up payments remotely.

The modern equipment can streamline the monitoring, administration and enforcement of parking control with web-based / remote tracking control both in the field and from City Hall.

The modern equipment is expensive relative to the meters and various machines now operating in the downtown of Salmon Arm.

Multi-Space Metering

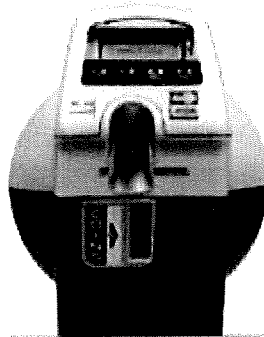
Staff received a quote from one of its suppliers for a new, multi-space ticket dispenser similar to the machines located in the Hudson Lot, Inner Core Lot and Hudson Ave. NE. The modern machines (example below) are equipped for solar power, credit card payments, the options of Pay and Display or "Pay by Plate" and, for an extra cost, "expandable for Apple, Android and Debit payments". Model "MacKay Tango" specifications are attached. The base model is priced at \$7,900 + tax. Shipping, installation, warranty, central software and peripheral equipment, tech. support and training costs are not included vary.



Parking Meter Technologies

Single Space Metering

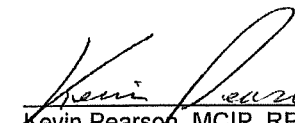
Smart, single-space parking meters with similar technology (example attached) could cost in excess of \$2,500 / meter, including capital, operating and maintenance over a 10 year time frame. Equipment costs alone amount to approximately \$1,000 / meter. There are approximately 50 traditional coin operated parking meters installed throughout downtown Salmon Arm, and just over 900 parking spaces.



Considerations for a New System

1. There would need to be "buy in" by the City's senior management and direction by Council to set up short, medium and long term funding for a new system. Council may consider a recommendation by the DPC for a new system; however, a more detailed study and cost / benefit analysis (conducted by an expert consultant) could be required before any decision is pondered.
2. Although the City could consider a relatively small pilot project to start out, Salmon Arm's meter rates and fines are very low relative to other communities – rates and fines would need to increase substantially to justify an expenditure on more technologically advanced equipment.
3. The City's Bylaw Enforcement staff would be tasked to champion, implement and manage a new system, and to coordinate the system with other City departments. The present ability and capacity of Bylaw Enforcement staff is limited in this regard. With help from IT staff, various other departments in City Hall would need to adjust and tie into the new technology, such as the Finance Dept. with its Vadim system.
4. Even with new technology, new systems can operate at loss. The City of Nelson, for example, employs 5 parking enforcement officers for its population 10,500, and they monitor approximately 750 parking spaces mostly equipped with modern metres. Nelson committed to a \$1 million parking meter replacement program from 2017 - 2019. While that community takes in nearly \$480,000 annually in meter and fine revenues (more than 10 times relative to Salmon Arm), it loses more than that because of its "First Hour Free" policy. The parking rates of \$1.25 / hour, \$5 / day, \$75 / month they charge is not enough to cover their meter or operating costs.

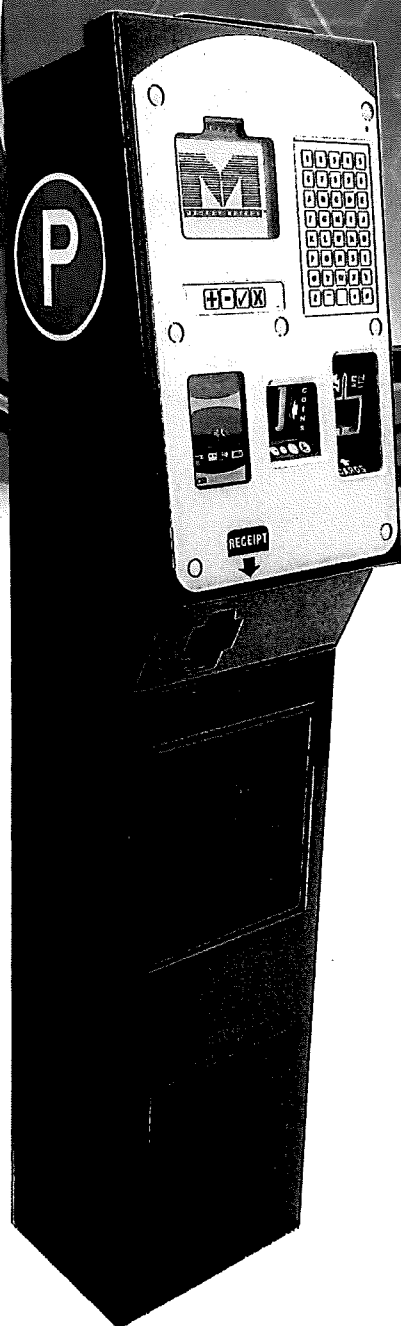
Sincerely,


Kevin Pearson, MCIP, RPP
Director of Development Services

cc

R. Nieuwenhuizen, Director of Engineering and Public Works
Maurice Roy, Manager of Permits and Licencing
Marcel Bedard, Bylaw Enforcement Officer
Mayor and Council

Mackay TANGO™



Mackay TANGO™



Key features:

- High strength stainless steel keeps it secure and rust free.
- Flexible, modular design that is easy to upgrade, service and maintain.
- Powerful off-site monitoring capabilities by adding a communications kit and Sentinel™ Meter Management System. Monitor your equipment remotely, generate reports, and receive alerts, no matter where you are.
- Comprehensive and easy-to-use configuration menus.
- ADA Compliant.
- Features a large Liquid Crystal Display with back light, capable of displaying graphics.
- English? Español? Français? The multi-language capability allows users to select the language of their choice to carry out transactions.
- Optional credit card payment. Offer end users security, convenience, and reject fraudulent payment. Use Mackay's On-line Real-time Credit Card Approval feature utilizing secure PCI compliant electronic payment processes.
- Mackay Meters backs its product lines with a solid warranty based on the confidence in the quality of its products.

<over for specifications>

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Side View

SPECIFICATIONS

GENERAL SPECIFICATIONS

Environmental

- Extended operating temperature range¹: -20°C (-4°F) to +50°C (+122°F)
- Humidity: Up to 95% RH (non condensing)

Cabinet Materials, Dimensions & Weight

- Welded reinforced Grade 304-2B stainless steel (9 gauge carbon steel equivalence)² for cabinet and doors
- Aluminum front with Lexan® display covers for the LCD screens, rate/instruction plate, LED panel and site branding display
- Overall dimensions: 1359 mm (53.5 inches) (H) x 315 mm (12.4 inches) (W) x 349mm (13.75 inches) (D)

Power Supply Configurations/Options

- Solar powered with commercially available battery

Communication Options

- Cellular wireless technology supporting GPRS or CDMA modem³

Payment Systems

- Coins
- Tokens (optional)
- Credit cards utilizing secure, on-line real-time PCI compliant processes (optional)
- MacKay Smart (Chip) Cards (optional)
- Cell phone payment (optional)

Ticket Printing

- Thermal printer offers alphanumeric printing in various fonts and languages

COMPONENTS

Display

- High contrast, color, sunlight readable, 320 x 240 pixels graphics LCD
- Viewing area 114mm (4.5 inches) x 89mm (3.5 inches)

Coin Acceptor

- Programmable: Accepts up to 16 coins or tokens
- 3-coil design provides accurate coin reads and long life.
- Straight drop coin chute allows for superior detection and removal of foreign objects.
- High security, stainless steel coin box that holds 4.2 L or approximately 2400 US quarters.

Card Reader (Optional)

- Single slot, dual mode card reader captures magnetic stripe (ISO 7810/11) credit card data, and provides an ISO 7816 interface for smart card acceptance
- EMV upgradeable

Keypads & Buttons

- Alphanumeric keypad
- Vandal resistant and rated for resistance to impact, shock and vibration to MIL standards
- Sealed against ingress of water and dust to IP67, and designed for exposed outdoor and extreme environmental conditions
- LED accept and cancel buttons that light up.

Printer

- Heavy-duty printer head with minimal moving parts ensuring quality, reliability and endurance
- Print life of over 20 million character lines
- Designed for high-resolution printing
- Guillotine type cutter with full or partial paper cutting options (software selectable)
- Accessible for ease of maintenance

FEATURES

Security

- High security locks for cash box, cash vault, and main door
- System monitored access sensors on main and vault doors and sensor detecting presence of cash box

Audit and Statistic

- Remote monitoring of grand totals and subtotals for coins and card transactions per type
- Full or quick audit tickets are software selectable

Maintenance

- User-friendly graphic interface tools for diagnostics, configuration and editing
- Easy access modular design

Web-Based Hosted Sentinel™ Meter Management System

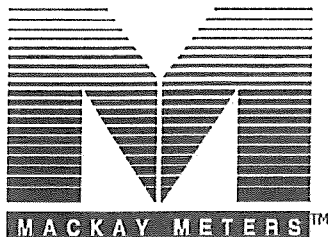
- Remotely monitor and generate audit, transaction and occupancy reports for all on-street equipment using a web browser and secure web portal
- Generates a variety of reports including grand totals and subtotals for coins, bills and card transactions per type, which can be exported as PDF or CSV files, or imported into other applications

Warranty

J.J. MacKay Canada Limited, the manufacturer, guarantees for a period of one year from the date of shipment against defects in workmanship and /or materials.

As our policy is one of continuous product improvement and development, we reserve the right to alter product specification and design.

Photos are representative; product appearance may differ.



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