



## City of Richmond

## Report to Committee

---

**To:** *To: Public Works & Transportation - Nov 23, 2005*  
Public Works and Transportation Committee    **Date:** November 8, 2005

**From:** Victor Wei, P. Eng.  
Acting Director, Transportation    **File:** 8060-20-7994  
XR: 0970-03-01


Robert Gonzalez, P.Eng.  
Director, Engineering

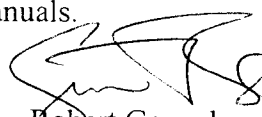
**Re:** **PROPOSED ANNUAL INFLATIONARY INCREASE IN FEES COLLECTED BY  
TRANSPORTATION AND ENGINEERING DEPARTMENTS**

---

### Staff Recommendation

1. That the following fees collected by the City's Transportation Department be increased annually by an amount equal to the previous year's Consumer Price Index for Greater Vancouver, effective January 2006:
  - (i) location rental fees for the placement of bus stop benches on City property; and
  - (ii) traffic signal and administration fees for the management, on behalf of the Vancouver International Airport Authority, of selected traffic signals, count stations and flashers located on Sea Island.
  
2. That Bylaw No. 7994, which amends Traffic Control and Regulation Bylaw No. 5870 to establish an annual increase effective January 2006 equal to the previous year's Consumer Price Index for Greater Vancouver in the fees collected by the City for the approval and issuance of:
  - (i) Oversize/Overweight Vehicle Trip Permits;
  - (ii) Building Move Permits; and
  - (iii) Construction Loading Zone Permits;be given first, second and third reading.
  
3. That the following fees collected by the City's Engineering Department be increased annually by an amount equal to the previous year's Consumer Price Index for Greater Vancouver, effective January 2006:
  - (i) sales of section maps, street maps and as-built drawings; and
  - (ii) sales of drafting specifications and standards manuals.

  
Victor Wei, P. Eng.  
Acting Director, Transportation  
(4131)

  
for Robert Gonzalez, P.Eng.  
Director, Engineering  
(4150)

Att. 1

FOR ORIGINATING DIVISION USE ONLY			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets .....	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>[Signature]</i>	
<b>REVIEWED BY TAG</b>	YES <input checked="" type="checkbox"/> <i>[Signature]</i> NO <input type="checkbox"/>	<b>REVIEWED BY CAO</b>	YES <input checked="" type="checkbox"/> <i>[Signature]</i> NO <input type="checkbox"/>

## Staff Report

### Origin

At the regular Council meeting held September 22, 2003, Richmond City Council approved a Long Term Financial Management Strategy, which includes:

*Policy Nine – Administrative – As part of the annual budget process the following shall be undertaken:*

- *all user fees will be automatically increased by CPI...*

The City's Transportation and Engineering Departments collect revenue arising from various rental, permit, infrastructure management, and service fees. In accordance with Council policy, this report recommends that the fees collected by the Transportation and Engineering Departments be automatically increased annually by an amount equal to the previous year's Consumer Price Index for Greater Vancouver, effective January 2006.

### Analysis

#### 1. Fees Collected by Transportation

The Transportation Department currently charges fees for services provided under three broad categories: location rental, issuance of permits and infrastructure management.

##### 1.1 Location Rental Fees

Transportation collects annual location rental fees for the placement by private companies on City property of the following passenger amenities at bus stops:

- Benches – the current fee of \$20.00 per location per year is specified in an annual contract that renews automatically on January 15<sup>th</sup> of each year upon submission by the company of a list of locations, location fees and proof of \$5 million public liability insurance. The company must also hold a current City of Richmond business licence. The fee is commensurate with City costs associated with the provision of the bench. Currently, two companies provide benches at various bus stops throughout the city and staff would incorporate the proposed increase as part of the annual contract renewal process.
- Shelters – the current fee of \$138.00 per location per month was established in a contract with the sole provider in 1994. The terms of this contract were for 10 years with an option to extend the terms for an additional five years, which was exercised by the company. The contract now runs until 2009 and the fees will be adjusted at that time.

##### 1.2 Permit Fees

Per Traffic Control and Regulation Bylaw No. 5870, the following fees are collected for the approval and issuance of permits for the use of City roads for:

- Oversize/Overweight Vehicle Trips – \$25.00 per vehicle for a single trip permit and \$100.00 per vehicle for a multiple trip permit. Multiple trip permits are valid for a period not exceeding twelve months and expire regardless on the last day of February in every year.

- Building Moves – \$50.00 per building move plus \$25.00 for any re-issuance of the permit required as a result of requested changes to the original permit.
- Construction Loading Zones – \$300.00 per day for the first day and \$30.00 per day for each subsequent day that the zone is in effect. The applicant must also have proof of \$5 million public liability insurance.

These fees are commensurate with City costs associated with processing the permit applications. **Attachment 1** contains the proposed amendments to Traffic Control and Regulation Bylaw No. 5870 to enable the annual increase of the above fees by an amount equal to the previous year's Consumer Price Index for Greater Vancouver, effective January 2006.

### 1.3 Traffic Signal and Administration Fees

Per an agreement effective December 2002 between the City and the Vancouver International Airport Authority (YVR), the City provides design, construction, operations, maintenance, and project management services for six YVR-owned traffic signals and two vehicle count stations and flashers on Sea Island. YVR pays a flat rate of \$1,000.00 per calendar year per traffic signal and \$200.00 per detector count station or flasher to the City for these engineering and administration fees, which are invoiced annually in January of each year. These fees are commensurate with City costs associated with provision of the services. The agreement specifies that the City may review and assess changes to the flat rates on an annual basis, following discussion with YVR. Staff therefore would incorporate the proposed fee increase as part of the annual invoice process following consultation with YVR (see Section 2).

## 2. Fees Collected by Engineering

The Engineering Department currently catalogues and maintains drawings for City owned infrastructure such as road, water, drainage, sanitary sewer, and street lighting. These drawings are used as reference for new designs as well as for locating existing infrastructure. In addition, we have a significant amount of data stored in our Geographic Information System (GIS) that can be used to produce custom mapping. The Engineering Department also produces standards documents to assist consultants and developers with their designs of municipal infrastructure. We sell copies of the following drawings and standards documents on request:

- Engineering Drawings – sold individually, as a set or digitally on CD. Hardcopy drawings are priced according to their size, ranging from A-O (36" x 48") through A-1 (24" x 36") to B (18" x 24"). These drawings include utility section maps, base section maps, street maps, and as-built drawings. The current prices range from \$3.00 to \$210.00.
- Custom Mapping – sold individually or digitally on CD. Drawings vary in complexity and prices are based on the requested data. The current rate is \$60.00 per hour of staff time. An estimate is provided to the party requesting the map prior to proceeding.
- Standards Documents – manuals are made available to developers, contractors and consultants at the current price of \$100.00 per document. Currently, the following manuals are available: drafting standards; supplemental specifications and detail drawings; and design specifications.

### 3. Consultation with Stakeholders

On October 26, 2005 staff advised the companies with which the City has contracts (i.e., YVR and companies providing bus stop benches) as well as key stakeholders who regularly apply to the City for permits for extraordinary vehicle trips and construction loading zones of the proposed fee increases. To date, no comments have been received back from any of the companies or stakeholders about the proposed fee increases.

#### Financial Impact

The tables below indicate the existing and proposed fees based on an inflationary increase of 2% effective January 2006. Staff propose that each year the calculated new fees be rounded up to the nearest \$0.10.

#### Transportation

Type of Fee – Transportation	Existing Fee	Proposed Fee (based on 2% CPI)
Location Rental – Bus Stop Bench	• \$20.00 per location	• \$20.40 per location
Overweight/Oversize Vehicle Trip Permit	• \$25.00 per single trip • \$100.00 per multiple trip	• \$25.50 per single trip • \$102.00 per multiple trip
Building Move Permit	• \$50.00 per move • \$25.00 per re-issuance	• \$51.00 per move • \$25.50 per re-issuance
Construction Loading Zone Permit	• \$300.00 for first day • \$30.00 per subsequent day	• \$306.00 for first day • \$30.60 per subsequent day
Engineering and Administration of YVR-Owned Traffic Signals, Counter Stations & Flashers	• \$1,000.00 per signal • \$200.00 per counter station or flasher	• \$1,020.00 per signal • \$204.00 per counter station or flasher

#### Engineering

Type of Fee – Engineering	Existing Fee	Proposed Fee (based on 2% CPI)
Utility Section Maps (easement, water, sanitary sewer, street lighting, drainage)	• \$3.00 per hardcopy • \$85.00 for entire set • \$80.00 for CD	• \$3.10 per hardcopy • \$86.70 for entire set • \$81.60 for CD
Computer Section Maps (addresses and dimensions)	• \$5.00 per section • \$210.00 for entire set • \$80.00 for CD	• \$5.10 per section • \$214.20 for entire set • \$81.60 for CD
Street Maps	• \$8.00 per large map • \$5.00 per small map	• \$8.20 per large map • \$5.10 per small map
Engineering Drawings	• \$5.00 per A-1 size drawing • \$3.00 per B size drawing	• \$5.10 per A-1 size drawing • \$3.10 per B size drawing
Custom Mapping	• \$60.00 per hour	• \$61.20 per hour
Drafting Standards	• \$100.00	• \$102.00
Supplemental Specifications and Detail Drawings	• \$100.00	• \$102.00
Design Specifications	• \$100.00	• \$102.00

**Conclusion**

In accordance with Council policy to automatically increase user fees by the CPI, staff recommend that the fees collected by the City's Transportation and Engineering Departments be increased annually by an amount equal to the Consumer Price Index for Greater Vancouver, effective January 2006. To facilitate this increase with respect to permit fees, staff recommend that Traffic Control and Regulation Bylaw No. 5870 be amended to enable the automatic annual increase of the fees.



Joan Caravan  
Transportation Planner (4035)



Siu Tse, M.Eng., P.Eng.  
Manager, Engineering Planning

JC:lce



City of Richmond

Bylaw 7994

---

**Traffic Control and Regulation Bylaw No. 5870,  
Amendment Bylaw No. 7994**

The Council of the City of Richmond enacts as follows:

1. Traffic Control and Regulation Bylaw No. 5870 is amended by deleting subsection 25.1 and substituting the following:

25.1 The Public Works Administrator is hereby authorized to charge fees in accordance with the following scale for permits issued pursuant to Section 24, with these fees to be increased annually effective January 1, 2006 by an amount equal to the previous year's Consumer Price Index for Greater Vancouver and rounded to the nearest \$0.10:

- (a) for each permit granted authorizing an individual trip: \$25.00
- (b) for each permit granted authorizing one vehicle for more than one trip: \$100.00
- (c) for each permit granted authorizing one house move: \$50.00
- (d) for any re-issuance required as a result of changes requested for a house move permit: \$25.00

2. Traffic Control and Regulation Bylaw No. 5870 is amended by deleting subsection 42.2 and substituting the following:

42.2 Permits shall be in the form attached as Schedule J to Bylaw 5870 and shall be only issued upon the applicant having satisfied all of the following conditions:

- (a) the application form provided by the City being fully completed;
- (b) fees, in the amount of \$300 for the first day and \$30 for each subsequent day, being fully paid, with these amounts to be increased annually effective January 1, 2006 by an amount equal to the previous year's Consumer Price Index for Greater Vancouver and rounded to the nearest \$0.10; and,
- (c) public liability insurance in the amount of \$5,000,000 and satisfactory to the City be lodged with the City, naming the City as an additional insured.

3. This Bylaw is cited as **“Traffic Control and Regulation Bylaw No. 5870, Amendment Bylaw No. 7994”**.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

---

---

---

---

CITY OF RICHMOND
<b>APPROVED</b>
for content by originating dept.
<b>APPROVED</b> for legality by Solicitor

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER