



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance & Compliance

18 and 24 August 2021

1. SUBJECT:

INTERNAL PARKING MANAGEMENT MODEL FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

To consider a proposal to manage on- and off-street parking in Stellenbosch CBD internally on an interim basis.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Stellenbosch Municipality is responsible for the supply, maintenance, and management of public parking within its area of jurisdiction.

Parking is currently being managed by an external service provider through a tender. The contract lapses on 30 September 2021. A decision must be made as to how to deal with parking management on a long term basis. Whilst the administration is investigating the possibilities and options a shorter term solution must be approved.

It is proposed that the parking in the CBD be managed internally, on a trial basis, for a period of 3 months with a possibility to extend the period for up to a maximum of 12 months from 01 October 2021. This will allow the municipality sufficient time to conclude its parking development programme and to determine the best parking management model for Stellenbosch.

5. RECOMMENDATION

- a) That Council considers the proposal to manage parking internally, on a trial basis for a period of 3 months with a possibility to extend the period for up to a maximum of 12 months from 01 October 2021; taking public comment received in the interim into account.
- b) Mandate the Municipal Manager to appoint the necessary staff on a project basis, with an equitable representation from the entire Stellenbosch Municipal Area where practical.
- c) To mandate the Municipal Manager to start the process required to outsource any or all of the current off street parking areas.
- d) That the Municipal Manager, after consultation with the Executive Mayor, be mandated to make changes to the interim parking execution as and when necessary taking into account the present economic circumstances and COVID regulations
- e) To Increase the peace officer ratio to parking bay from 1:15 to 1:20
- f) To change the parking management hours (on-street and off-street): Weekdays 07h30-16h00 (Parking Operational Hours from 08h00-15h30). No Saturday deployment. Parking Management hours to be assessed in order to consider increased timings and staff based on efficacy and affordability
- g) To operate off street parking on Enter and Receive Time slip, Pay on Exit
- h) To use bank approved POS card machines by renting 122 machines (61 in use while 61 is on charge)
- i) To start off with card transactions only whilst other methods of payments are investigated.
- j) To use the R440 000 district funding for CBD safety to kickstart the project

6. DISCUSSION / CONTENT

6.1 Background

The Stellenbosch Municipality is responsible for the supply, maintenance, and management of public parking within its area of jurisdiction.

Due to the increases in demand for parking in the central business district area (CBD) of Stellenbosch, the municipality had implemented parking management (parking fee collection and associated tasks), to manage this demand. The best way to ensure that parking bays are used for a shorter time period and allow a turnover by cars, is by managing and enforcing parking fees. Parking is currently being managed by an external service provider which was appointed through a tender process.

6.2 Discussion

Parking management in Stellenbosch has been a challenge, with the local community frequently expressing their dissatisfaction with the municipality's current parking management model.

The current service provider was awarded the tender to manage the municipality's parking on the 1st April 2019. The contract term was due to end on 30 June 2021 but was extended until 30 September 2021.

The municipality therefore proposes to implement, an internal parking management model, on a trial basis for a period of 3 months with the possibility to extend the period for up to a maximum of 12 months from 01 October 2021, for the following reason:

- To allow for the conclusion of the municipality's parking development programme and incorporate relevant outcomes from this programme into a parking management model that is best suited for Stellenbosch.
- To offer a local job creation opportunity, on a temporary basis, to jobseekers from the Stellenbosch Municipal area as far as practicably possible

Towards the end of the period, the municipality will assess the internal parking management model and table proposals for future parking management models.

The proposal is to make use of sixty-one (61) temporary Law Enforcement Peace Officers with fixed term contracts. These officers will be in uniform with radio contact with the Protection Services control room. They will manage parking within the CBD (on and off-street parking), issue traffic fines for vehicles not paying parking fees and perform crime prevention duties.

Two (2) Supervisors and two (2) Clerks will also be appointed on 3 month fixed-term contracts for the duration of the project. The supervisors on contract will be appointed to manage the staff which directly resorts under Traffic Services. The clerks will also be appointed during this period on contract to assist with daily administration and reconciliations to ensure correct procedures are followed and that all income are accounted for.

The Finance department will draw reports daily to corroborate the feedback from parking attendants and ensure financial correctness. Traffic Wardens (in the employ of the Municipality) will assist in this project as and when required.

The parking management hours (on-street and off-street) will be on weekdays 07h30-16h00 (Parking Operational Hours from 08h00-15h30). No Saturday deployment. The parking management hours will be assessed to consider increased time periods and staff based on efficacy and affordability.

Parking will be paid for by the users through bank-approved POS card machines. No cash payments will be allowed for safety reasons. Officers will use pocketbooks to corroborate parking times and payments received. Alternative methods of payments are being investigated and will be implemented as it becomes available and feasible.

The parking tariffs remain the same and only payment option will be by bank card (debit/credit or foreign).

An Allocation of R440 000 received from Cape Winelands will be used to cover the costs at the start of the project where-after the project will be funded by the municipality and offset against the income. The focus on employment will be for suitably qualified locals with an envisaged appointment date of 15 September 2021.

6.3 Financial Implications

The municipality would receive all income generated from parking fees. The revenue generated with parking fees can then be used to offset expenses associated with staffing and other resource requirements.

Breakdown of financial costing:

Once-off Cost

| Description | Cost | Comment |
|--------------------|----------------|----------------------------------|
| Uniforms | 126 000 | 63 Officers @ R2 000 per officer |
| Radios | 220 500 | 63 Officers @ R3 500 per officer |
| | 346 500 | |

Monthly costs

| Description | Cost | Comment |
|-----------------------------|----------------|--|
| Salaries – Parking Marshals | 457500 | 61 Officers @ R7 500 per officer |
| Salaries - Supervisors | 20 000 | 2 Supervisors @ R10 000 per supervisor |
| Salaries - Clerk | 17 000 | 2 Clerks @ R8 500 per clerk |
| EPWP Staff | 242 000 | 50 EPWP employees |
| Rental Card Machines | 58 560 | 122 Card Machines @ R480 per machine |
| Commission Card Machines | 9 744 | Credit Transaction @ 1.74% on a predicted income of R560 000 |
| | 804 804 | |

Note: Estimated Costs for Card machines

- 122 Card machines @ R480 per machine.
- Commission tariff: Credit Card@ 1.74%, Debit Card@ 0.69% and foreign bank cards@ 2.50%
- All transactions by credit card at a commission of 1.74%
- R9 744 commission on an estimated monthly income of R560 000

6.4 Legal Implications

The provisions of the item complies with legislation and council policies.

6.5 Staff Implications

Staff will be appointed on a project and until a final model is decided on will not be part of the permanent staff structure. Staffing required to implement the proposed internal management of parking:

61 x Temporary Peace Officers appointed for this specific project

50 x EPWP staff (already appointed on a registered project)
2 x Clerks (temporary appointments)
2 x Peace Officer Supervisors (temporary appointments)

6.6 Previous / Relevant Council Resolutions:

None

6.7 Risk Implications

The risks are addressed in the item.

6.8 Comments from Senior Management:

6.8.1 The comments of Senior Management is incorporated in the item as it was discussed at Director's level. The recommendations are supported.

The content of the report was also discussed with the Portfolio Holder, Councillor Badenhorst.

FOR FURTHER DETAILS CONTACT:

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| REPORT DATE | <i>13 August 2021</i> |

DIRECTOR: GBE BOSHOFF