



**Burlington Downtown Parking Advisory Committee Meeting
Agenda**

Date: June 15, 2017
Time: 8:30 am
Location: 414 Locust Street (2nd floor boardroom)

Pages

- 1. Declarations of Interest:**
- 2. Approval of Minutes:**
 - 2.1 Approve minutes from meeting held April 20, 2017 (Chair) 1 - 4
- 3. Delegation(s):**
- 4. Consent Agenda (Items for Information only)**
 - 4.1 Current Budget/Monthly Permit/Space Utilization Summary 5 - 5
- 5. Regular Items:**
 - 5.1 Parking education work plan update (B. Dean/P. Byrne)
 - a. Digital counters cost estimate
 - 5.2 Elgin promenade update (Standing) (M. Rabeau/P. Byrne)
 - 5.3 Downtown development updates (T. Evershed)
 - 5.4 May workshop update (B. Dean) 6 - 6
 - 5.5 Guiding principles for developing a city owned parking lot (Standing) (P. Byrne)
 - 5.6 New parking machines update (Standing) (P. Byrne)
 - 5.7 Parking utilization puck update (Standing) (P. Byrne)
 - 5.8 AGB parking update (P. Yager)
 - 5.9 Caroline Street update (P. Byrne)

6. **Other Business:**

7. **Adjournment:**

Next meeting - September 28, 2017, 8:30 a.m. to 10:30 a.m., 414 Locust Street,
Boardroom



Burlington Downtown Parking Advisory Committee Meeting

Minutes

Date: April 20, 2017
Time: 8:30 am
Location: Room 247, Level 2, City Hall

1. Members present:

Brian Dean (Chair), Councillor Marianne Meed Ward, Councillor John Taylor, Pam Belgrade, Barry Glazier, Glen Copeland, Joe Gaetan

2. Support Staff:

Vito Tolone , Paul Byrne, Paul Yager, Todd Evershed, Rita Hardy, Tracy O'Neil

3. Regrets:

Gil Garbus, Joe Henning, Kim Johnny, Robert Steven (AGB), Kaylan Edgcumbe

4. Guests:

Jeff Cooling (Jeff's Guy Shop), Bob Mills (Pier 8), Marion Rabeau (City of Burlington, Capital Works)

5. Declarations of Interest:

None

6. Approval of Minutes:

6.1 Approve minutes from meeting held February 2, 2017 (Chair)

On motion, the minutes of the meeting held February 2, 2017 were approved as presented.

7. Delegation(s): none

8. Consent Item(s):

8.1 Current Budget/Permit/Space Summary

9. Regular Items:

9.1 Parking education work plan update with Pier 8 (P. Byrne/B Mills - Pier 8)

B. Mills (Pier 8) presented the Parking education work plan update. Please refer to the attached presentation.

The DPC members provided the following comments regarding the presentation: help number should be visible on all units and answered 24-7, agreed that there is a number of re-programming issues such as: during Free-P to say no payment required, change payment to be processed after the amount of time is selected, reducing glare and simplify instructions.

Members agreed that the city parking map and website need to be updated . The website should be user friendly, suggest that parking lots be added to Google maps and that an app be made available to show parking availability.

Members asked staff if digital counters could be installed at all lot locations in 2017 and what the cost would be.

Staff advised that some of the reprogramming changes will be completed over the next few weeks.

Action:

Transportation staff to provide a cost estimate for digital counters at all lot locations for the next meeting. Pier 8 to provide P. Byrne with a summary of proposed action items.

9.2 Elgin Promenade update (Standing) (M. Rabeau/T. Evershed)

Presentation by T. Evershed on the Elgin Street Promenade. (refer to the presentation handout)

Discussion items from the presentation: At this time parking staff are still in negotiations with the Ukrainian Church. Residents, who live in the surrounding buildings, will be notified of the constructions dates The promenade will provide a clear oversized walkway that connects the centennial bike path to the parking garage.

Conclusions:

Superintendents of surrounding buildings will be notified of the construction dates regarding Lot#1.

Action:

M. Rabeau to provide P. Yager with the firm construction dates.

9.3 2016 Purchased Services Fine Review: (R. Hardy/P. Byrne)

P. Byrne to provide an explanation .

Action:

P. Byrne to provide a summary with minute distribution.

9.4 May workshop (B. Dean)

The workshop is scheduled for May 16. This workshop will review the free parking program.

Action:

B. Dean to send out invitations to the workshop.

9.5 Guiding principles for developing a City owned parking lot (standing) (P. Byrne)

A meeting has been scheduled for April 27th in the Transportation meeting room – City Hall. Please contact P. Byrne if you are interested in participating.

Action:

P. Byrne to provide an update at the next meeting.

9.6 New parking machines update (standing) (P. Byrne)

P. Byrne advised that over the next few weeks there will be new programming completed that will address a majority of the unresolved issues on the parking machines

9.7 Parking utilization puck update (standing)

The first 30 parking pucks will be installed by the end of the week. A pilot area is between Elgin Street and Locust Street. Staff are working to ensure that the connectivity and pucks are working correctly prior to overall launch.

Action:

The vendor to attend the next meeting to provide a demonstration.

9.8 Monthly parking permits - lot utilization (standing) (R. Hardy)

Members reviewed the current monthly parking permits list.

10. Other Business:

Autonomous vehicles:

City staff was asked if they had any information on autonomous vehicles and if there is any additional planning considerations for this new technology. Staff advised that this is a topic at some conferences and would bring back information for members to review.

Action:

S. Vrakela, Transportation Services to provide information update in fall.

Downtown Development:

There was a public meeting on the development across from City Hall. 183 parking spaces for 183 units. There is a concern that the overflow has been directed to use the public parking areas. As an advisory committee to council, members of the DPC asked whether it was appropriate for the group to provide comment on the development proposal. V. Tolone advised that the Transportation Services (TS) Department provides comments on all development applications with respect to traffic impacts and parking. The DPC is encouraged to communicate and coordinate concerns through TS. The DPC is welcome to delegate to Committee and Council should their position not match that of Transportation Services.

Action:

A link to downtown developments to be provided to all members. 421 Brant Street information can be accessed via the City's website.

<http://www.burlington.ca/en/services-for-you/ward-two.asp>

11. Confidential items:

Confidential discussion regarding real estate purchase. (In camera discussion)

12. Adjournment:

Chair adjourned the meeting at 10:50 a.m.

Next meeting - June 15, 2017, 8:30 a.m. to 10:30 a.m., City Hall, Room 305



2017 Approved Operating Budget - Parking District
To May 2017 Period 5

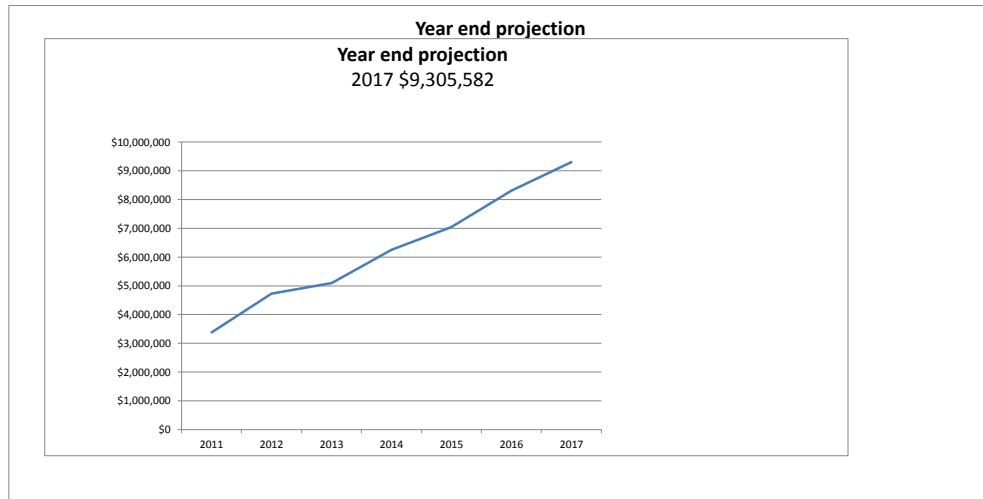


Revenue	2016 Actuals	2017 Budget	2017 YEP*	2017 Budget YTD**	2017 Actuals
Monthly Permits	\$ 698,822	\$ 710,000	\$ 710,000	\$ 322,727	\$ 509,568
Daily Fees	\$ 968,249	\$ 800,000	\$ 800,000	\$ 538,182	\$ 409,396
Fines	\$ 327,140	\$ 235,000	\$ 235,000	\$ 97,197	\$ 122,396
Levies	\$ 304,200	\$ 304,200	\$ 304,200	\$ 304,200	\$ 304,200
Internal Recoveries	\$ 44,518	\$ 48,384	\$ 48,384	\$ -	\$ -
Total Revenues	\$ 2,342,929	\$ 2,097,584	\$ 2,097,584	\$ 1,262,306	\$ 1,345,560

Expenses	2016 Actuals	2017 Budget	2017 YEP*	2017 Budget YTD**	2017 Actuals
Human Resources	\$ 161,820	\$ 180,750	\$ 180,750	\$ 77,229	\$ 59,034
Materials and Supplies	\$ 92,001	\$ 90,350	\$ 90,350	\$ 23,063	\$ 59,030
Purchased Services	\$ 196,762	\$ 282,948	\$ 282,948	\$ 117,665	\$ 64,123
Debt Payment	\$ 184,232	\$ 192,318	\$ 192,318		
Internal Charges	\$ 436,065	\$ 431,427	\$ 431,427	\$ 194,425	\$ 136,732
Total Expenses	\$ 1,070,880	\$ 1,177,793	\$ 1,177,793	\$ 412,382	\$ 318,919

Total Provision to reserve fund	\$ 1,272,049	\$ 919,791	\$ 919,791	\$ 231,872	\$ 231,872
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Key Statistics	2016 Actuals	2017 Budget	2017 YEP*	2017 Budget YTD**	2017 Actuals
Downtown Only					
# of spaces available	1519	1519	1519	1519	1519
# monthly passes sold @ \$83	2295	2300	2300	958	865
# monthly passes sold @ \$132	4102	4100	4100	1708	1792
# of tickets issued	5520	5000	5000	2083	2876



Reserve Fund Allocation	Stabilization Funds	15% of recurring expenses	\$195,417	2.10%
	Life Cycle Renewal of existing assets	3 yrs of annual renewal	\$1,898,338	20.40%
	Growth in Parking supply		\$7,211,827	77.50%

DECEMBER FREE P! DOWNTOWN MEMBER WORKSHOP #2 TUESDAY, JUNE 20 | 5PM - 8:30PM

Shoreline Room, Art Gallery of Burlington
1333 Lakeshore Road

Is the December free parking program working for your business?

The Downtown Parking Committee explored this question with members of the Downtown business community through a facilitated workshop in May 2017. This process will conclude at the meeting this month.

A number of key questions were generated at the first meeting and they will be explored in greater depth:

*How might we improve...*the parking experience for all customers and stakeholders in the Downtown?

How might we move forward with the ... Free P! campaign in December 2018 and beyond?

How might we improve ... parking in general in the downtown core?

We welcome your thoughts on how these programs can be delivered to better to service your business and your customers.

5:00 - 5:30 p.m. Refreshments and light dinner fare (including vegetarian options).

5:30 p.m. Call to Order.

RSVP deadline is THURSDAY June 15th: Brian@burlingtondowntown.ca

