



**Burlington Downtown Parking Advisory Committee Meeting
Agenda**

Date: November 29, 2018
Time: 8:30 am
Location: 414 Locust Street (2nd floor boardroom)

Pages

1. Members present:

Mayor Elect Marianne Meed Ward, Councillor John Taylor, Pam Belgrade, Brian Dean, Gil Garbus, Joe Gaetan, Kim Johnny, Barry Glazier, Robert Steven, Glen Copeland, Andrew Pawlowsky, Susan Morrissey, Ann Stoner

2. Others present:

Paul Yager, Kaylan Edgcumbe, Bryan Letourneau, Jamie Tellier, Jenna Puletto, Tracy O'Neil

3. Members regrets:

Vito Tolone

4. Declarations of Interest:

5. Approval of Minutes:

Approve minutes from meeting held June 28, 2018

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6. Consent items:

6.1 2018 current budget/monthly permit

6.2 Occupancy summary

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7. Regular Items:

7.1 Chair and Vice Chair nominations

7.2 2019 Meeting Dates

7.3 John Street parking lot update (P. Yager)

- 7.4 Downtown development updates (J. Tellier)
- 7.5 Free "P" December update (B. Letourneau, B. Dean, P. Yager)
- 7.6 Parking needs study (K. Edgcumbe)
- 7.7 Upcoming and in progress committee reports related to parking (K. Edgcumbe)
- 7.8 Additional items

8. Other Business:

9. Adjournment:

Next Meeting
February 7, 2019
8:30 am - 10:30 am
414 Locust St, Boardroom



Burlington Downtown Parking Advisory Committee Meeting

Minutes

Date: June 28, 2018
Time: 8:30 am
Location: 414 Locust Street (2nd floor boardroom)

1. Members present:

Brian Dean (Chair), Councillor Meed Ward, Pam Belgrade, Kim Johnny, Glen Copeland, Robert Steven (AGB), and Susan Morrissey

2. Others present:

Kaylan Edgcumbe, Thomas Douglas, Paul Yager, Bryan Letourneau and Tracy O'Neil

3. Members regrets:

Councillor John Taylor, Andrew Pawlowsky, Joe Gaetan, Gil Garbus, Ann Stoner, Barry Glazier, Jamie Tellier and Vito Tolone

4. Declarations of Interest:

none

5. Approval of Minutes:

Approve minutes from meeting held April 26, 2018

On motion, the minutes of the meeting held April 26, 2018 were approved as presented. CARRIED

6. Delegation(s):

none

7. Consent items:

7.1 2018 current budget/monthly permit

7.2 Occupancy summary

Staff are working with vendor to create a new format to display the occupancy data.

Action: Bryan Letourneau to provide the occupancy summary in the new format at the next meeting.

7.3 Citizen committee members code of conduct

Members were reminded that they need to sign the last page of the code of conduct booklet. Please send to Tracy O'Neil as soon as possible.

8. Regular Items:

8.1 Committee member update (Brian Dean)

Robert Steven has volunteered to be the Vice Chair of the Committee.

On motion, the committee approved Robert Steven as Vice Chair of the Downtown Parking Committee (DPC). CARRIED

8.2 Downtown development updates (Thomas Douglas)

Thomas Douglas provided a summary of current development applications in the downtown area. (handout)

8.3 Upcoming/in progress committee reports related to parking (Kaylan Edgcumbe)

Kaylan Edgcumbe provided an overview of items that staff are working on. No reports to Committee are scheduled at this time. Staff are working on the request for proposal (RFP) on the Downtown Burlington Parking Study 2018. Though the committee will not reconvene until November, staff will circulate the draft RFP to the DPC for comments prior to release.

8.4 Parking counters/wayfinding update (Bryan Letourneau)

Bryan Letourneau provided an update on the Wayfinding signs and Parking puck counters. (handout)

Wayfinding signs are being installed within the downtown. These signs will provide directions and the number of available parking spaces (handout). Members asked if any signs are being installed at the waterfront lot to recognize that it is not under the same rules as the other parking lots. Staff are not adding any additional signage to the waterfront lots.

Work is still being completed on the parking pucks with new installations being complete this week.

Robert Steven mentioned that the Art Gallery of Burlington has changed their parking fee/times. They have updated their parking lot to match the surrounding areas. No parking payment is required after 6 pm.

8.5 Electronic vehicle charging stations (Paul Yager)

In late 2017, the Ontario government released a grant program for workplace vehicles. Under this funding program the City was approved to install 18 charging stations in its parking lots. These charging stations are for employees and work place vehicles. After 6 pm the charging stations will open for public use. These charging stations will be located at

1371 Elgin St (2)

421 John St (2)

500 Locust St (2)

533 John St (2)

414 Locust St (6)

430 Brock Ave (2)

446 Burlington Ave (2)

The parking garage will have 6 charging stations on the 6th floor. The 4 charging stations on Level 1 will remain for public use.

8.6 Parking app - update (Paul Yager)

No update at this time. Staff are continuing to work with the vendor.

9. Other Business:

9.1 John Street Parking Lot

Demolition of the homes is complete. Staff are working with design and construction to complete a site plan. Upon completion approximately sixty new spaces will be added to the area. The locust Street lot is scheduled for reconstruction. During this time, staff will be staggering parking between the John Street lot and Locust Street lot. It is estimated that construction will begin by September 2018.

9.2 Update on Construction Vehicle Parking - Bridgewater development

No update at this time.

Action: Jamie Tellier to provide an update at the next meeting.

9.3 September 27, 2018 Meeting

The decision has been made that all citizen advisory committees meetings will break until after the municipal election in October 2018. The Downtown Parking Committee will reconvene in November.

10. Adjournment:

Chair adjourned the meeting at 9:45 a.m.

Next meeting

September meeting cancelled

November 29, 2018, 414 Locust Street, Boardroom

8:30 a.m. - 10:30 a.m.



2018 Approved Operating Budget - Parking District
To October 2018 Period 10

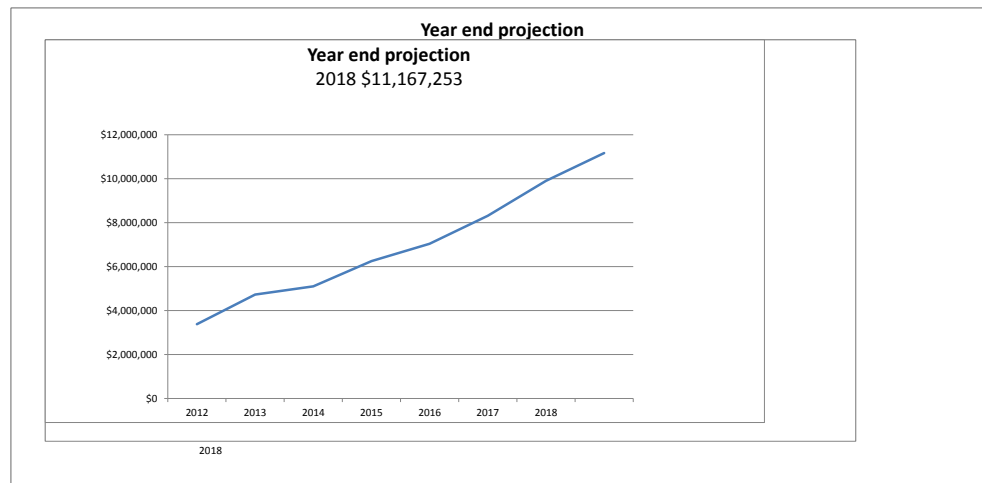


Revenue	2017 Actuals	2018 Budget	2018 YEP*	2018 Budget YTD**	2018 Actuals
Monthly Permits	\$ 699,711	\$ 710,000	\$ 800,000	\$ 668,767	\$ 776,935
Daily Fees	\$ 1,108,028	\$ 950,000	\$ 1,100,000	\$ 832,197	\$ 1,014,496
Fines	\$ 522,526	\$ 350,000	\$ 500,000	\$ 291,667	\$ 475,369
Levies	\$ 304,200	\$ 304,200	\$ 304,200	\$ 304,200	\$ 304,200
Internal Recoveries	\$ 49,656	\$ 48,384	\$ 48,384	\$ 4,273	\$ 7,666
Total Revenues	\$ 2,684,121	\$ 2,362,584	\$ 2,752,584	\$ 2,101,104	\$ 2,578,666

Expenses	2017 Actuals	2018 Budget	2018 YEP*	2018 Budget YTD**	2018 Actuals
Human Resources	\$ 149,586	\$ 178,706	\$ 178,706	\$ 141,753	\$ 124,397
Materials and Supplies	\$ 85,469	\$ 94,383	\$ 94,383	\$ 87,169	\$ 84,910
Purchased Services	\$ 272,774	\$ 377,905	\$ 377,905	\$ 309,630	\$ 244,649
Debt Payment	\$ 192,318	\$ -	\$ -	\$ -	\$ -
Internal Charges	\$ 464,159	\$ 447,932	\$ 447,932	\$ 422,736	\$ 370,795
Total Expenses	\$ 1,164,306	\$ 1,098,926	\$ 1,098,926	\$ 961,288	\$ 824,751

Total Provision to reserve fund	\$ 1,519,815	\$ 1,263,658	\$ 1,653,658	\$ 944,327	\$ 944,327
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Key Statistics	2017 Actuals	2018 Budget	2018 YEP*	2018 Budget YTD**	2018 Actuals
Downtown Only					
# of spaces available	1519	1519	1583	1519	1519
# monthly passes sold @ \$83	2307	2300	2500	1900	2100
# monthly passes sold @ \$132	3969	4000	4200	3333	3600
# of tickets issued	10666	10000	11000	8333	9500



Reserve Fund Allocation	Stabilization Funds	15% of recurring expenses	\$234,513	2.10%
	Life Cycle Renewal of existing assets	3 yrs of annual renewal	\$2,278,119	20.40%
	Growth in Parking supply		\$8,654,621	77.50%