



**Burlington Downtown Parking Advisory Committee Meeting
Agenda**

Date: February 8, 2019
Time: 8:30 am
Location: 414 Locust Street (2nd floor boardroom)

Pages

1. Members present:

Councillor Lisa Kearns, Pam Belgrade, Brian Dean, Gil Garbus, Joe Gaetan, Kim Johnny, Barry Glazier, Robert Steven, Glen Copeland, Susan Morrissey, Ann Stoner

2. Others present:

Kaylan Edgcumbe, Bryan Letourneau, Jenna Puletto, Tracy O'Neil

3. Members regrets:

Andrew Pawlowsky

4. Declarations of Interest:

5. Approval of Minutes:

Approve minutes from meeting held November 29, 2018

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6. Delegation(s):

7. Consent Items:

7.1 2018/2019 current budget/monthly permit

7.2 Occupancy summary

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8. Regular Items:

8.1 Free "P" December update (B. Letourneau, B. Dean)

8.2 Workplan - 2019

8.3 Downtown development updates (J. Puletto)

8.4 Parking needs study update (K. Edgcumbe)

8.5 Construction update (K. Edgcumbe)

8.6 Upcoming and in progress committee reports related to parking (K. Edgcumbe)

8.7 Additional items

9. Other Business:

10. Adjournment:

Next Meeting

May 2, 2019

8:30 am - 10:30 am

414 Locust St, Boardroom



Burlington Downtown Parking Advisory Committee Meeting

Minutes

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

1. Members present:

Mayor Elect Marianne Meed Ward, Councilor John Taylor, Pam Belgrade, Brian Dean, Joe Gaetan, Barry Glazier, Robert Steven, Glen Copeland, Andrew Pawlowsky, Susan Morrissey

2. Others present:

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

3. Members regrets:

Vito Tolone, Anne Stoner, Kim Johnny, Gil Garbus

4. Declarations of Interest:

n/a

5. Approval of Minutes:

On motion, the minutes of the meeting held June 28, 2018 were approved as presented. CARRIED

6. Consent items:

6.1 2018 current budget/monthly permit

6.2 Occupancy summary

Review of the Occupancy Summary data. Members commented and suggested that the following be added to the graphs:

- Add trend line of 85% occupancy
- Include lot by lot monthly data

7. Regular Items:

7.1 Chair and Vice Chair nominations (B. Dean)

On motion, Robert Steven was elected as Chair. CARRIED

7.2 2019 Meeting Dates

The 2019 DPC meeting dates will be scheduled on:

- February 8, 2019 (Changed from February 7, 2019)
- May 2, 2019
- September 26, 2019
- November 14, 2019
- February 6, 2020

7.3 John Street parking lot update (P. Yager)

Paul Yager provided the following update:

(a) Lot # 3 - John Street Parking Lot

The paving of this lot has been delayed until next spring. The lot is gravel and is open to the public. During Lot # 7 construction, permit holders were transferred to Lot # 3.

(b) Lot# 7 – Locust Parking Lot

Lot # 7 repaving is almost complete.

(c) Brock Avenue Lot

Brock Avenue to be closed in Q1-2019. Access to the lot will be maintained but we will lose on-street parking (5 stalls).

7.4 Downtown development updates (J. Tellier)

Jamie Tellier introduced Jenna Puletto who will be attending future DPC meetings to provide development updates.

Jenna Puletto provided a summary of current development applications in the downtown area. (handout). The DPC members requested that the current development map include public consultation and reviews completed in the past year.

7.5 Free "P" December update (B. Letourneau, B. Dean, P. Yager)

Free "P" December program is moving forward this year. Initiatives include:

- Parking machines to be wrapped

- Lot # 5 – Brant Street Lot/Lot # 4 Elizabeth Street Lot will be blocked for parking until 9 am to deter employees from using the lots for all day parking
- Notices will be placed on "permit holders" cars reminding them to park in their designated lot. Three warnings and the permit holder will meet with the Supervisor of Parking Services.
- EV stations can market Free P with a video messaging "Free P coming soon".

This committee has committed to the Free "P" program for 2-years. The BDBA will continue to measure the feedback and comments of the business. The BDBA will also include in their survey a question on what employees/customers foresee as the impediments to using the garage.

Action:

The BDBA to provide Free "P" Parking 2018 feedback to the next meeting. Parking Services staff to supply comparison data between November/December – day to day data.

7.6 Downtown Parking Utilization and Future Needs Assessment (K. Edgcumbe)

Members were provided with the project charter and asked to provide comments to Kaylan Edgcumbe. This study is a two-part approach. the outcome of the parking needs study will be the basis of the larger study that looks at real estate, parking needs, transit needs, etc and will determine what form of future parking facility will take.

The parking needs study will review the need for parking, what development has already been approved, what is coming, the occupancy puck data, trends, justification for new parking, where is the need, where is the shortages, where are we pinched.

It was asked by staff that two members of the Downtown Parking Committee be on the project team. The DPC as a whole has been identified as a stakeholder.

On motion, the committee received and filed the draft charter of the Parking Needs Study and approved Brian Dean and Susan Morrissey to be the representatives of the DPC on the Parking Needs Study Project Team.

7.7 Upcoming and in progress committee reports related to parking (K. Edgcumbe)

There no information to report this cycle.

8. Other Business:

Mayor Elect Meed Ward report for appointments to advisory committees will be presented at the next Committee of the Whole Meeting. Councillor Lisa Kearns will be the new Ward 2 Representative.

Wayfinding Signage/Marketing

There was discussion on improving the wayfinding signage at all lots and how improve the parking garage occupancy. A survey should be completed asking what the barrier may be to be using the garage or and underground parking area. Further discussion required.

Action:

Barry Glazier, Kaylan Edgcumbe, Paul Yager to meet off-line to discuss wayfinding signage, prominence and illumination.

9. Adjournment:

Chair adjourned the meeting at 10:15 a.m.

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



2018 Approved Operating Budget - Parking District
Year End 2018 Period 12

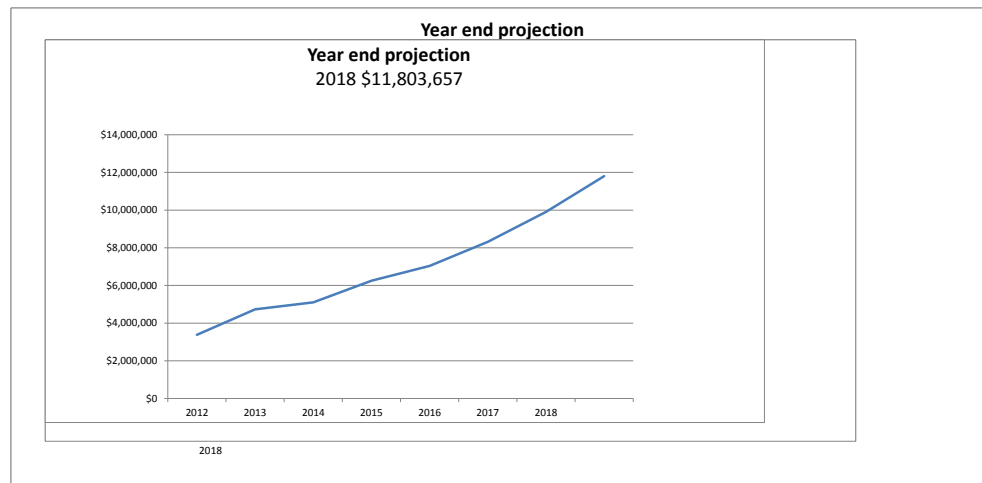


Revenue	2017 Actuals	2018 Budget	2018 YEP*	2018 Budget YTD**	2018 Actuals
Monthly Permits	\$ 699,711	\$ 710,000	\$ 800,000	\$ 710,000	\$ 786,333
Daily Fees	\$ 1,108,028	\$ 950,000	\$ 1,100,000	\$ 950,000	\$ 1,196,708
Fines	\$ 522,526	\$ 350,000	\$ 500,000	\$ 350,000	\$ 583,099
Levies	\$ 304,200	\$ 304,200	\$ 304,200	\$ 304,200	\$ 304,200
Internal Recoveries	\$ 49,656	\$ 48,384	\$ 48,384	\$ 48,384	\$ 48,304
Total Revenues	\$ 2,684,121	\$ 2,362,584	\$ 2,752,584	\$ 2,362,584	\$ 2,918,644

Expenses	2017 Actuals	2018 Budget	2018 YEP*	2018 Budget YTD**	2018 Actuals
Human Resources	\$ 149,586	\$ 173,335	\$ 173,335	\$ 173,335	\$ 156,240
Materials and Supplies	\$ 85,469	\$ 94,383	\$ 94,383	\$ 94,383	\$ 93,219
Purchased Services	\$ 272,774	\$ 377,905	\$ 377,905	\$ 377,905	\$ 302,867
Debt Payment	\$ 192,318	\$ -	\$ -	\$ -	\$ -
Internal Charges	\$ 464,159	\$ 447,932	\$ 447,932	\$ 447,932	\$ 466,496
Total Expenses	\$ 1,164,306	\$ 1,093,555	\$ 1,093,555	\$ 1,093,555	\$ 1,018,822

Total Provision to reserve fund	\$ 1,519,815	\$ 1,269,029	\$ 1,659,029	\$ 1,269,029	\$ 1,899,822
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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	2553
# monthly passes sold @ \$132	3969	4000	4200	3333	4440
# of tickets issued	10666	10000	11000	8333	16700



Reserve Fund Allocation	Stabilization Funds	15% of recurring expenses	\$247,875	2.10%
	Life Cycle Renewal of existing assets	3 yrs of annual renewal	\$2,407,950	20.40%
	Growth in Parking supply		\$9,147,850	77.50%



2019 Approved Operating Budget - Parking District

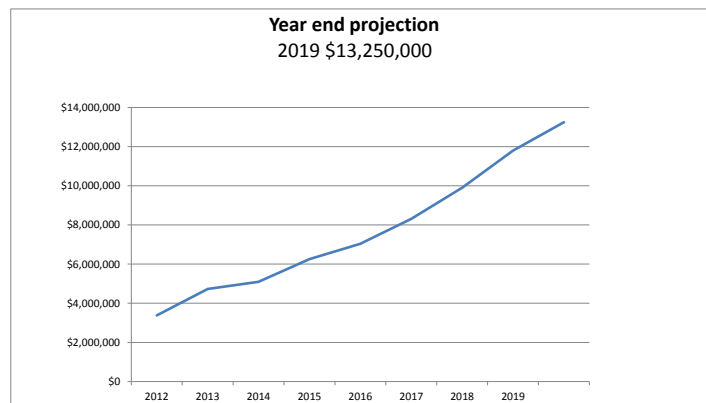


Revenue	2018 Actuals	2019 Budget	2019 YEP*	2019 Budget YTD**	2019 Actuals
Monthly Permits	\$ 786,333	\$ 725,000			
Daily Fees	\$ 1,196,708	\$ 1,100,000			
Fines	\$ 583,099	\$ 470,000			
Levies	\$ 304,200	\$ 304,200			
Internal Recoveries	\$ 48,304	\$ 47,143			
Total Revenues	\$ 2,918,644	\$ 2,646,343	\$ -	\$ -	\$ -

Expenses	2018 Actuals	2019 Budget	2019 YEP*	2019 Budget YTD**	2019 Actuals
Human Resources	\$ 156,240	\$ 180,098			
Materials and Supplies	\$ 93,219	\$ 107,498			
Purchased Services	\$ 302,867	\$ 399,090			
Debt Payment		\$ -			
Internal Charges	\$ 466,496	\$ 513,350			
Total Expenses	\$ 1,018,822	\$ 1,200,036	\$ -	\$ -	\$ -

Total Provision to reserve fund	\$ 1,899,822	\$ 1,446,307	\$ -	\$ -	\$ -
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Key Statistics	2018 Actuals	2019 Budget	2019 YEP*	2019 Budget YTD**	2019 Actuals
Downtown Only					
# of spaces available	1519	1519			
# monthly passes sold @ \$83	2553	2300			
# monthly passes sold @ \$132	4440	4000			
# of tickets issued	16700	10000			



Reserve Fund Allocation	Stabilization Funds	15% of recurring expenses	\$278,250	2.10%
	Life Cycle Renewal of existing assets	3 yrs of annual renewal	\$2,703,000	20.40%
	Growth in Parking supply		\$10,268,750	77.50%