



**Burlington Downtown Parking Advisory Committee Meeting
Agenda**

Date: May 2, 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, Andrew Pawlowsky, Susan Morrissey, Ann Stoner

2. Others present:

Kaylan Edgcumbe, Bryan Letourneau, Jenna Puletto, Hayley Parkinson, Vito Tolone and Roxanne Gosse

3. Members regrets:

4. Declarations of Interest:

5. Approval of Minutes:

1 - 3

Approve minutes from meeting held February 8, 2019

6. Delegation(s):

7. Consent Items:

7.1 2019 Current Budget/Monthly Permit

4 - 4

7.2 Occupancy Summary

8. Regular Items:

8.1 Introduction of new Supervisor of Parking Services (Vito Tolone)

8.2 Free "P" December update (B. Dean)

5 - 12

8.3 Downtown Development updates (J. Puletto)

8.4 Parking needs study updates (K. Edgcumbe)

8.5 Construction update - John Street (Lot 3/Locust Street (Lot 7) (B. Letourneau)

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

8.7 Additional items

9. Other Business:

10. Adjournment:

Next meeting

September 26, 2019

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

414 Locust Street, Boardroom



Burlington Downtown Parking Advisory Committee Meeting

Minutes

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

1. Members present:

Robert Steven, Pam Belgrade, Brian Dean, Gil Garbus, Barry Glazier, Glen Copeland, Susan Morrissey

2. Others present:

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

3. Members regrets:

Councillor Lisa Kearns, Vito Tolone, Kim Johnny, Joe Gaetan, Andrew Pawlowsky

4. Declarations of Interest:

n/a

5. Approval of Minutes:

On motion, the minutes of the meeting held November 29, 2018 were approved as presented.

6. Delegation(s):

n/a

7. Consent Items:

7.1 2018/2019 current budget/monthly permit

7.2 Occupancy summary

B. Letourneau circulated the updated occupancy summary graphs.

8. Regular Items:

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

The 2018 Free "P" December program was successful. Citations were down 10% and no third warnings were issued. There was a request to review if 1-hour spaces can be added to areas of Brant Street. This would allow for people to run in/out i.e. for a coffee, dry cleaning etc.

B. Dean circulated the BDBA Free "P" December survey. Out of 400 members - 55 completed the survey. Results were distributed to the DPC members. B. Dean and P. Belgrade to review the survey and short list ideas/quick wins that could be added to the 2019 Free "P" December program. The short-list to be sent to Parking Operations staff to review feasibility to implement.

B. Dean to arrange a meeting to review the short list of ideas/quick wins. Transportation parking staff and BPAC to be included in the meeting invitation.

8.2 Workplan - 2019

The DPC committee reviewed the 2019 workplan.

8.3 Downtown development updates (J. Puletto)

Jeanna Puletto provided a summary of current development applications in the downtown area (handout).

8.4 Downtown parking utilization and future needs assessment (K. Edgcumbe)

Staff will be developing a terms of reference in early March 2019 and will be reporting back to DPC in May 2019.

8.5 Construction update (K. Edgcumbe)

City staff attended the recent Burlington Housing and Development Liaison Committee (HADLAC) meeting. City staff are proposing that the construction management plan include that no sidewalks be blocked and that a parking management plan be in place for all construction's sites. It was asked that the DPC review/report on the draft construction management guidelines.

Action: B. Dean to review and work with a small sub-committee.

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

There is no information to report this cycle.

8.7 Additional items

Catherine Baldelli, Business Relations Manager, ITS department is working with parking staff to develop dashboard application for the parking sensor data.

9. Other Business:

10. Adjournment:

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

May 2, 2019

8:30 am - 10:30 am

414 Locust St, Boardroom



2019 Approved Operating Budget - Parking District

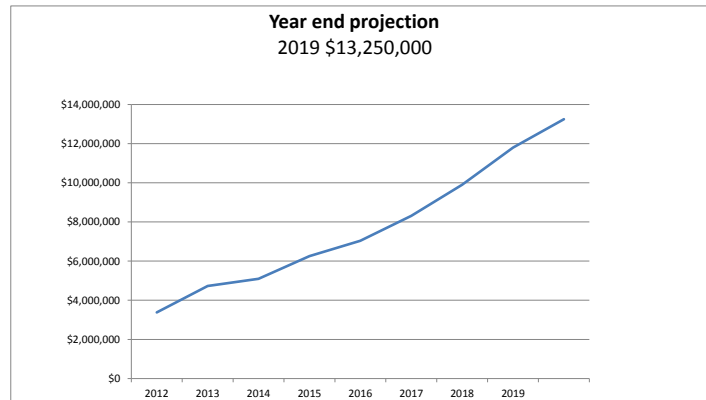


Revenue	2018 Actuals	2019 Budget	2019 YEP*	2019 Budget YTD**	2019 Actuals
Monthly Permits	\$ 786,333	\$ 725,000	\$ 725,000	\$ 384,225	\$ 440,560
Daily Fees	\$ 1,196,708	\$ 1,100,000	\$ 1,100,000	\$ 288,068	\$ 231,939
Fines	\$ 583,099	\$ 470,000	\$ 470,000	\$ 117,500	\$ 97,613
Levies	\$ 304,200	\$ 304,200	\$ 304,200	\$ -	\$ -
Internal Recoveries	\$ 48,304	\$ 47,143	\$ 47,143	\$ -	\$ 4,680
Total Revenues	\$ 2,918,644	\$ 2,646,343	\$ 2,646,343	\$ 789,793	\$ 774,792

Expenses	2018 Actuals	2019 Budget	2019 YEP*	2019 Budget YTD**	2019 Actuals
Human Resources	\$ 156,240	\$ 180,099	\$ 180,099	\$ 42,965	\$ 37,321
Materials and Supplies	\$ 93,219	\$ 107,498	\$ 107,498	\$ 20,450	\$ 9,423
Purchased Services	\$ 302,867	\$ 399,090	\$ 399,090	\$ 115,634	\$ 157,437
Debt Payment	\$ -	\$ -	\$ -	\$ -	\$ -
Internal Charges	\$ 466,496	\$ 532,935	\$ 532,935	\$ 40,537	\$ 142,619
Total Expenses	\$ 1,018,822	\$ 1,219,622	\$ 1,219,622	\$ 219,586	\$ 346,800

Total Provision to reserve fund \$ 1,899,822 \$ 1,426,721 \$ 1,426,721 \$ 341,592 \$ 341,592

Key Statistics	2018 Actuals	2019 Budget	2019 YEP*	2019 Budget YTD**	2019 Actuals
Downtown Only					
# of spaces available	1519	1519	1519	1519	1519
# monthly passes sold @ \$83	2553	2300	2300	575	640
# monthly passes sold @ \$132	4440	4000	4000	1000	1115
# of tickets issued	16700	10000	10000	2500	2075



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%

Free P! 2019

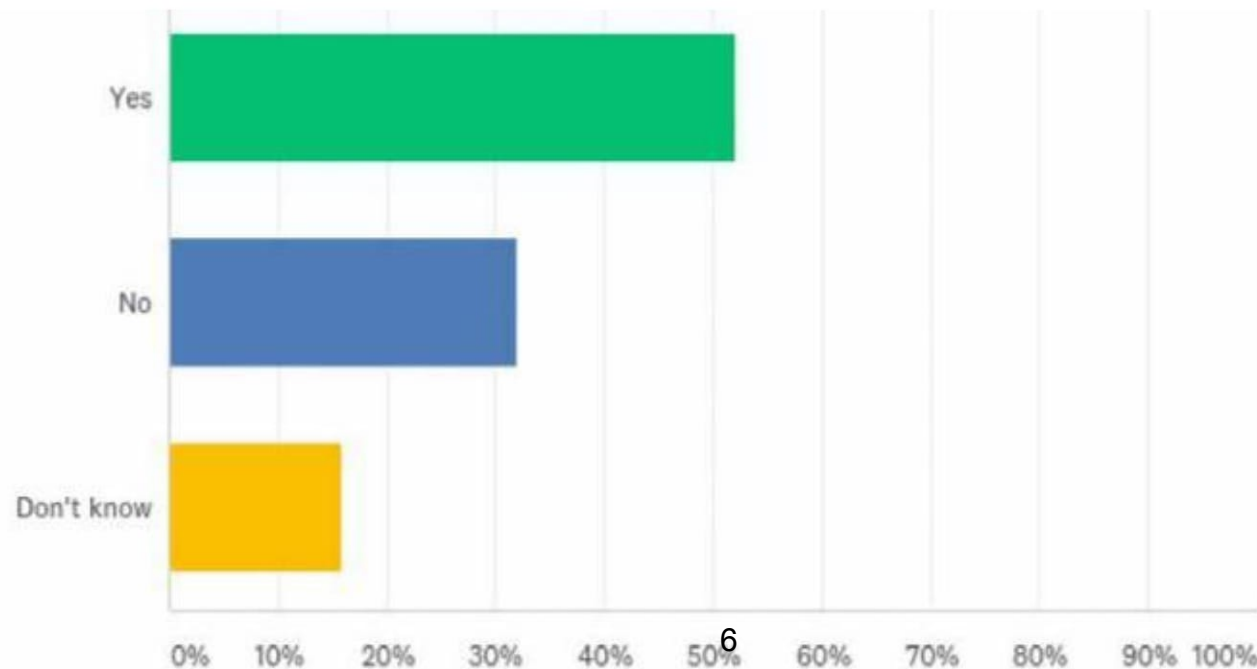
UPDATE

May 2019

FREE P!

DECEMBER FREE P! 2018

Overall, do you feel that the Free P! parking campaign helped your business in December?



FREE P!

COMMENTS & RECOMENDATIONS

Marketing:

- more signage (especially on-street) 3 hours
- stronger awareness campaign all year and in-store
- stronger education to have employees/employers stop abusing

Enforcement:

- belief that office workers, construction vehicles and City Hall employees specifically park early and abuse system
- increase fines for exceeding 3-hour on street; support for active enforcement

Overall: *“we’re better off with it than without it”, “it would be hard to get the public’s confidence back if we took it away for a year or so”, (the program) needs a refresh, it’s not broken but needs repairs”*

FREE P!

COMMENTS & RECOMENDATIONS

What modifications would you like to see moving forward if FREE P! December were to continue?



BURLINGTON DOWNTOWN

CALL TO ACTION:

Membership Survey



BURLINGTON DOWNTOWN

Yes. I want the on-street parking to remain free.
Make no changes the last year's program.

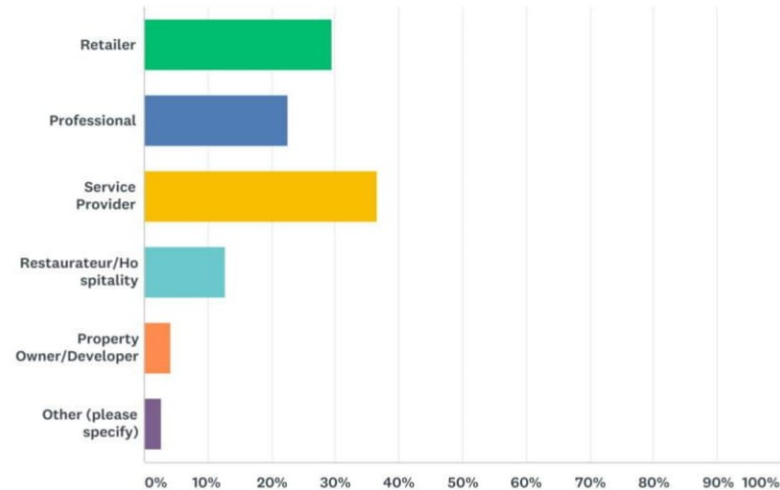
No. I want the on-street parking to be paid spaces
from 9 a.m.-6 p.m. for the month of December.



BURLINGTON DOWNTOWN

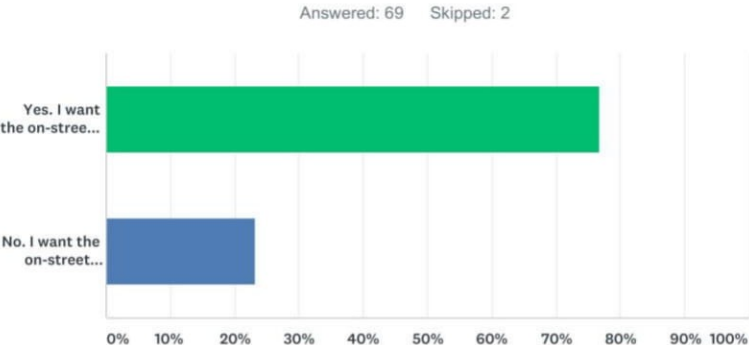
Q1 Which of the following categories best describes your business?

Answered: 71 Skipped: 0



ANSWER CHOICES	RESPONSES	
Retailer	29.58%	21
Professional	22.54%	16
Service Provider	36.62%	26
Restaurateur/Hospitality	12.68%	9
Property Owner/Developer	4.23%	3
Other (please specify)	2.82%	2
Total Respondents: 71		

Q2 Historically, the December Free P! parking campaign has been:1) Free parking downtown from December 1-312) In all city-owned spaces Downtown (on-street parking & in municipal surface lots)3) Including the 414 Locust Street parking garageThe proposed change for 2019 has to do with the on-street parking stalls.



ANSWER CHOICES	RESPONSES	
Yes. I want the on-street parking to remain free. Make no changes the last year's program.	76.81%	53
No. I want the on-street parking to be paid spaces from 9 a.m.-6 p.m. for the month of December	23.19%	16
TOTAL		69